



City of Kingsville

Job Posting # 18-072

Parks and Recreation Director

CITY PROFILE

The City of Kingsville, a rich in history community, is a location with a thriving and bright future. The community's population of 26,312 and is geographically located on U.S. 77 (Interstate 69) approximately 45 miles southwest of Corpus Christi. Kingsville covers approximately 13.63 square miles and is the county seat of Kleberg

County. The community is diverse and serves as a home to King Ranch, Naval Air Station-Kingsville, US Customs and Border Protection, Christus Spohn – Kleberg Hospital, Texas A & M University-Kingsville and Coastbend College – Kingsville.

Kingsville was incorporated in 1911 and functions under a Home Rule Charter. The City Commission consists of a Mayor and four Commission members elected at large for two year terms. The City Commission is responsible for passing ordinances, adopting the budget, appointing committees and appointing the City Manager, City Attorney, and Municipal Court Judge. The City Manager is the Chief Administrative and Executive Officer whose responsibility is to carry out policies and ordinances for the City Commission, overseeing day-to-day operations, presenting an annual budget and appointing all other City employees. Kingsville is a full-service municipality, providing a full range of services including Fire, Police, Parks and Recreation, Water, Wastewater, Sanitation, and Landfill.

The mission of the City Commissioners includes promoting the safety, health and general well-being of the community within the bounds of fiscal responsibility while preserving and advancing the quality of life resulting in exceptional civic pride. This is the mission that all employees of the City of Kingsville strive to achieve in their daily operations. Core values of the City Commission include commitment, innovation, integrity, leadership, sensitivity and teamwork.

Management Staff Values:

- To provide all citizens of our community with services of exceptional quality in a caring and responsive manner.*
- To provide the City Commission with sound and professional staff support.*
- To recognize the value and importance of each employee and encourage the participation of all employees in the management of municipal affairs.*
- To establish a spirit of interdepartmental cooperation based on positive and honest communication, understanding and mutual respect.*



Kingsville is a great community to live, work and enjoy the outdoors.

PARKS AND RECREATION AREAS

The City of Kingsville currently operates and maintains two major park areas and 9 smaller neighborhood parks or other recreational areas. The operation of the Kleberg County Park System was transferred to the City of Kingsville through an inter-local agreement effective October 1, 2014. The parks outside of the city limits of Kingsville remain under the guidance of Kleberg County.

Dick Kleberg Park and J.K. Northway Exposition Center (Combined 184.5 acres): The Dick Kleberg Park is the main park within the park system. On April 25, 1958, Robert J. Kleberg, Jr. and Richard M. Kleberg Jr., trustees of the Alice G. Kleberg Foundation donated 184.5 acres of land to Kleberg County. The park was named after Dick Kleberg Sr., a congressman and chairman of the board of King Ranch from 1950-1955.

Dick Kleberg Park contains the following amenities:

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|----------------------------|--------------------------------|---------------------|
| 6 Baseball/softball fields | 3 Playground areas | BBQ Building |
| 1 Soccer Field | 9 Covered picnic tables | Paved Walking Trail |
| 1 Volleyball Court Area | 13 Individual park cook stoves | |

The park hosts a wide variety of activities and facilities for all ages of recreation enthusiasts. Activities during the year at Dick Kleberg Park include Little League baseball, Girls Softball, Youth Soccer, Adult Softball leagues, and many other special events promoted by various non-profit groups from the community.

While J.K Northway Exposition Center is located on the edge of park grounds, on October 1, 2016 the operations of the facility were turned over to the Tourism Services Department. The J.K. Northway Exposition Center hosts a wide range of activities throughout the year and departments work together for event coordination due to expo center location.

L.E. Ramey Park (533 acres):

L.E. Ramey Park is another major park in the system and is home to the L.E. Ramey Golf Course.

The park was founded by Dr. L.E. Ramey of Kingsville. In 1973, Dr. Ramey petitioned the federal government for some acres located south of the Kingsville Naval Air Station. The Navy had a surplus of land available to donate and on March 16, 1973, the federal government donated 533 acres to Kleberg County for recreational use.



With the help of his hired architect and PGA golfer, Tommy Aycocock, Dr. Ramey designed a golf course to suit the needs of the Kingsville community. L.E. Ramey Park is located on FM 3320 and Escondido Road.

L.E. Ramey Park has an 18 – hole golf course with driving range, club house and several picnic areas



<u>Additional Park & Garden Areas</u>	<u>Acreage</u>
Brookshire Park # 1	4.76 acres
Brookshire Park # 2	3 acres (includes pool)
Corral Street Park	2.75 acres
Opal Cochran Garden	< 1 acre
Kenedy Park	1.2 acres
Los Hermanos Flores Park	3 acres
Flato Park	2.75 acres
Thompson Park	2.75 acres
Urban Xeriscape Garden	< 1 acre

PARKS AND RECREATION DIRECTOR

The Director shall manage the daily operations of the Parks and Golf Course divisions under the policies and guidance of the City Manager. This position is new to the City of Kingsville. In 2014 the City of Kingsville and Kleberg County agreed for the City to manage all parks within the city limits and the L.E. Ramey Golf Course.

The candidate in this position plans, directs and supervises a comprehensive program of both parks and golf course. Director is responsible for the recommendation of staff appointment, preparation and recommendation of department budget, and providing recommendation to the City Manager concerning city provided recreational opportunities. The position serves on the City Manager's executive management team.



Essential Job Duties:

- ❖ Directs and leads by setting strategic direction, developing policies and establishing priorities, evaluating, integrating programs and establishing policies, procedures, systems and standards to ensure efficient and effective department operations that align with the City's goals.
- ❖ Implements new 2016 Parks Master Plan recommendation.
- ❖ Researches grant opportunities, writes and administers applicable parks and recreation grants.
- ❖ Directs short-and long-range plans to ensure effective and efficient operations; assess needs and prioritize resources to move the department forward to meet its goals.
- ❖ Directs site and regional system planning and oversees the development of a comprehensive system plan for the portfolio of parks, properties and natural areas.
- ❖ Plan, organize, direct and evaluate the performance of managers reporting to director and their assigned staff.
- ❖ Develop and maintain strong partnerships with public and private sector interest including local jurisdictions, state agencies, non-profit organization, corporations and others.
- ❖ Develop and implement the department budget and oversees department accounts, contracts and financial issues.
- ❖ Direct the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services by responding directly to the most sensitive or complex inquiries or complaints.
- ❖ Ensures departmental activities are aligned with departmental and City priorities.
- ❖ Provide guidance and oversight to ensure full compliance with regulations, standards and other guidelines related to department's mission and work.
- ❖ Understands and provides advise on and communicates detailed and complex technical concepts and analytical findings.
- ❖ Effectively summarize key information to provide a relevant and understandable message to decision maker and clients.
- ❖ Presents and promotes departmental services and demonstrate their value to the city and the area.



KNOWLEDGE, SKILLS AND ABILITIES ❖

Executive-level knowledge of:

- Principles, protocols and legal requirements applicable to parks and golf courses.
- Fiscal management, including budget preparation and expenditure control ➤ Management principles, leadership and practices of effective supervision ➤ Business systems and management tools.

❖ Skill to:

- Analyze and evaluate operations and implement corrective action
- Effectively manage people, projects and resources to achieve objectives and goals ➤ Set an overall department vision and guide a department

❖ Ability to:

- Think and lead strategically and manage effectively
- Establish and maintain strong working relationships with the public and stakeholders
- Effectively supervise and provide direction to staff
- Communicate successfully with media, public and various community and stakeholder groups
- Lead by example and foster the development of employee values of public service, excellence, teamwork, respect, innovation and sustainability.

EDUCATION/EXPERIENCE

- Bachelor's degree in business or public administration, parks management or a directly related field and five (5) to eight (8) years of progressively responsible management experience with responsibility for strategic planning, budgeting, personnel management and operational planning. Acceptable Equivalency: Any combination of education and experience that provide the necessary knowledge, skills and abilities to perform the duties and responsibilities of the position.

EXPECTATIONS

The City Manager has established an expectation for the candidate to pursue ways to prepare the department and community for growth and development that will enhance the quality of life in Kingsville.



DEPARTMENT

The newly created Parks and Recreation Department consists of the Parks and Recreation Director and an Administrative Assistant II. The director oversees the divisions of Parks and Golf Course. Each of the divisions enlists full-time, part-time and seasonal personnel when needed.

Parks Division

1 Parks Manager
1 Foreman
1 Equipment Operator I
7 Maintenance Workers (5 FT, 2 PT)
21 Seasonal/Temporary Staff (as needed)

Golf Course Division

1 Golf Course Manager
1 Foreman
3 Pro-Shop Attendants (1 FT, 2 PT)
6 Maintenance Workers (2 FT, 4 PT)

COMPENSATION - BENEFITS

Fiscal Year 2017-2018 annual salary range is \$ 63,293 - \$ 90,145. In addition, the City of Kingsville offers an excellent benefit package which includes:

- comprehensive medical plan (Monthly premium ranges from \$46 to \$166 per month depending on coverage type)
- life insurance
- TMRS retirement (prior service credit options available)
- 11 holidays
- 80 hours sick leave
- 80 hours vacation leave annually
- Additional available benefits include deferred compensation plans with both Nationwide and ICMA-RC
- Additional supplemental insurance benefits are available such as dental, vision, critical illness, short and long-term disability plans.

APPLICATION & SELECTION PROCESS

Qualified candidates please submit a cover letter and resume to hradmin@cityofkingsville.com.

This position is open until filled with first review of applications/resumes on September 10, 2018. Candidates will be screened against criteria provided in this brochure. Successful candidates shall proceed with the interview process. Finalists will then proceed with reference, background and academic verification checks.



For additional information, please contact:
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The City of Kingsville is an Equal Opportunity Employer and values diversity at all levels of its workforce.