

The City of Houston, Missouri is requesting résumés for a Parks and Recreation Director. Applicants will be required to plan and execute recreation activity objectives, inventory, account for and maintain all equipment assigned to Parks, respond to complaints and inquiries, market and promote all programs, maintain all parks and ballfields, sell sponsorships for recreation programs, facilitate the practices and games for all activities and maintain the City Pool. Will be required to obtain Certified Pool Operator with first six months and must maintain driver's license. Interested applicants may pick up the job description at Houston City Hall. The ideal candidate will have 2+ years of experience in similar work environment. You may also contact the City for these items as well. Applicants will be accepted until filled with first review on January 12, 2022. Interested parties should apply by completing an application or sending your resume at City Hall, 601 S Grand Ave, Houston MO 65483 questions by e mail to cityclerk@houstonmo.org showing experience in the areas outlined. The City is an equal opportunity employer.

Reports to: City Administrator

Nature of Work:

Directs and oversees a comprehensive Parks and Recreation program for the City of Houston which includes generating sponsorships, mowing, planning the programs, taking care of the swimming pool and preparing the fields. The current programs include soccer, basketball, baseball, softball, flag football and swim team.

Key responsibilities:

- Plan, formulate and implement both short term and long-term objectives for recreation activities in parks.
- Maintain the assets (vehicles to equipment) for recreational programs.
- Appropriately respond to complaints and suggestions.
- Advise Park board for programs, costs and recommendation of fees.
- Assist in marketing and promotional activities.
- Manage three part time or seasonal staff to include the pool manager.
- Be present at some of the games.
- Responsible for the mowing and weed eating at the City parks and ballfields.
- Sell sponsorships for baseball fences and basketball games.
- Prepare the fields for games.
- Create the packets for coaches.
- Other duties as assigned.

Desired Skills:

- Communicate with council, parents, coaches and kids.
- Understands coaching and practice theory.
- Proficient with Microsoft Word.

· Effective decision making and negotiating skills.