

**JOB VACANCY ANNOUNCEMENT  
CITY OF HARLINGEN**

<b>Job Title:</b>	<b>Assistant Parks &amp; Recreation Director</b>	<b>Pay Rate:</b>	<b>DOQ</b>
<b>Department:</b>	<b>Parks and Recreation</b>	<b>Job Status:</b>	<b>Full Time</b>
<b>Opening Date:</b>	<b>06/14/2018</b>	<b>Closing Date:</b>	<b>Open Until Filled</b>

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**JOB SUMMARY:**

Under the general direction from the Director of Parks and Recreation, the Assistant Parks and Recreation Director is responsible for the daily management and operations of the Department including, but not limited to, planning, marketing, personnel, budgeting, purchasing, maintenance, safety, and programming. The divisions include Parks and Recreation, Tony Butler Golf Course and Public Buildings. The Assistant position works with all department personnel in developing short and long range planning for a comprehensive program delivery system. The Assistant position networks with citizens and other outside agencies, firms and contractors in project development. Considerable independent professional judgment and decision making is used in the development and management of departmental tasks and programs. Performance is evaluated based on results achieved.

**QUALIFICATIONS:**

- Knowledge of principal, methods, materials and practices used in parks maintenance, park management, building maintenance, and golf course operations.
- Knowledge of principles and practices of supervision and personnel administration.
- Ability to work cooperatively with the general public, boards and commissions, and other City employees.
- Ability to use graphic instructions, such as blueprints, schematic drawings, layouts, or other visual aids.
- Bachelor's degree or five years related experience.
- Valid Texas Driver's License

**PHYSICAL REQUIREMENTS:**

The employee is frequently required to stand; walk, sit and use hands and fingers. The employee is occasionally required to stoop; kneel; crouch and crawl. Must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

**Applicant must successfully pass a pre-employment Drug and Alcohol screening, Background check and Functional Assessment prior to employment by City of Harlingen.**

**BENEFITS:**

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

**HOW TO APPLY:** Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550 City Website: [www.myharlingen.us](http://www.myharlingen.us)

**THE CITY OF HARLINGEN IS AN EQUAL EMPLOYMENT OPPORTUNITY/DRUG FREE EMPLOYER**