

# CITY OF DENTON

ASSSTANT DIRECTOR OF PARKS AND RECREATION



Recruitment Services Provided by Ralph Andersen & Associates

## The Opportunity

The City of Denton is conducting a national search for a talented, progressive, and dedicated recreation professional to serve as its next Assistant Director of Parks and Recreation. The selected candidate will enjoy working for a progressive local government located in one of the most economically prosperous areas in the nation. The City of Denton also offers a tremendous quality of life in addition to compelling professional challenges.

## About Denton, Texas

The City of Denton is a unique community, blending its historic past with a dynamic and high growth environment, coupled with a diversity to give it economic viability and strength. Founded in 1857, Denton has grown from a small frontier town to a burgeoning suburbanized area with an estimated population of 147,825. Denton is the county seat of, and a major city in, Denton County. The City's historic downtown is the heart of Denton; the square and surrounding streets are vibrant and busy both day and night as a gathering place for commerce, civic events, and entertainment.

Located at the northern tip of a high growth area known as "The Golden Triangle" (formed by the cities of Denton, Fort Worth, and Dallas), the City is a dynamic community whose rapid growth has affected its infrastructure as well as its culture. Denton is approximately 95 square miles in territory and strategically positioned approximately 37 miles northwest of Dallas and 35 miles northeast of Fort Worth. Located on the Interstate 35 corridor at the intersection of I-35E and I-35W, Denton is approximately 25 miles from DFW International Airport and 20 miles north of Alliance Airport.

Since the nineteenth century, Denton has been a major higher education center. The City is home to two state universities – the University of North Texas and Texas Woman's University, with a combined enrollment in excess of 50,000 students. The City is also served by the North Central Texas College, the oldest two-year public college in Texas. Higher education is supported by the award-winning Denton Independent School District serving more than 27,000 students in a 180 square-mile district.

While the amenities of the major metropolitan settings in Dallas and Fort Worth are only minutes away, a variety of performing arts, cultural, and entertainment opportunities are also found within the community. The City and its surrounding area offer theater, symphony orchestras, museums, intercollegiate athletics, and other cultural and recreational amenities. Denton also has 50 parks and over 4,995 acres of open space (owned and leased), plus 11 recreational facilities. Golf courses and nearby lakes offer superior outdoor recreation.

## City of Denton Government

The City of Denton operates under the Council-Manager form of government. The Mayor and six-member Council are elected for two-year terms; four members are elected by District and the two remaining seats plus the Mayor are elected at-large. The City Manager is appointed by the Council and serves as the Chief Executive Officer for the City, ensuring that the policies of the Council are implemented, and that the entire community is being served. The City Manager prepares the budget for the Council's consideration; recruits, hires, and supervises the local government staff; and serves as the Council's chief advisor.

The City has a FY 2019-2020 overall operating and capital budget of \$1.19 billion and has funding for 1,667 FTEs. Operating as a full-service municipality, Denton operates several major enterprise operations including Airport, Electric, Water, Wastewater, Solid Waste, and Drainage, in addition to standard municipal governmental services. The City of Denton prides itself on citizen involvement, innovation, and efficient use of municipal resources.

### City Vision

#### *Transparency*

- » We interact with others honestly as well as collecting and sharing clear and concise information.

#### *Integrity*

- » We ensure that with every decision we make, our actions match our values.

#### *Fiscal Responsibility*

- » We ensure that people can trust that we use public funds conscientiously, with the community's best interests in mind.

#### *Outstanding Customer Service*

- » We employ a holistic approach to problem solving and provide responsive service that goes above and beyond expectations.

To learn more about the City of Denton, visit the City's website at [www.cityofdenton.com](http://www.cityofdenton.com).



# The Parks and Recreation Department

The mission of the Parks and Recreation Department is to unite and grow lives by preserving parks and encouraging play.

- **UNITE** internally and within the community.
- **GROW** lives physically, mentally, and emotionally.
- **PRESERVE** parks by being good stewards.
- **ENCOURAGE PLAY.**

A dedicated staff within Parks and Recreation supports this mission through strategic planning, CIP enhancements, and the provision of a variety of passive and active recreational opportunities, programs, and special events. The Parks and Recreation Department fulfills the recreational needs of the broad demographic segment of the City of Denton by the effective utilization of parks, athletic facilities and fields, trails, recreation centers and aquatic facilities.

The Parks and Recreation Department is staffed with 161 FTEs, inclusive of seasonal and temporary employees. The Department works collaboratively with a seven-member Parks, Recreation, and Beautification Board. The Board serves in an advisory capacity to the City Council to recommend improvements to park and recreation programs, as well as to make recommendations regarding the appearance, beautification, and environment of the City.

## The Position

Reporting to the Director of Parks and Recreation, the Assistant Director of Parks and Recreation is responsible for assisting leadership in the administration and supervision of the Recreation Division. The Recreation Division is the most diverse group in the Parks and Recreation Department and consists of Aquatics, Athletics, Leisure Services, and Beautification, Education and Events Services (BEES). The Division has approximately 30 full time employees who, in turn, oversee over 170,000 annual hours from part time and seasonal employees.

## Challenges and Opportunities

The next Assistant Director of Parks and Recreation should be prepared to address a number of known challenges and opportunities:

- As the City of Denton continues its rapid growth, the Parks and Recreation Department will need to continue to adapt its staffing levels, offerings, and community expectations. The pace of Denton's growth will make these issues challenging.
- Related, the Parks and Recreation Department will be interfacing with the community and evaluating needs as it plans for future parks and facilities.
- The City is seeking accreditation through the National Recreation and Parks Association to improve the professionalism of the Department and provide a platform for constant review and improvement. The City expects to submit its application for accreditation in the summer of 2021 and the next Assistant Director will play a key role in preparation and implementation of standards.
- Keep Denton Beautiful was recently moved into the Parks and Recreation Department, as well as the management of the Public Art Committee and related projects. Both initiatives will continue to expand the services and capabilities of the Department, while allowing for better coordination and more efficiencies.
- The Clear Creek Natural Heritage Center was transferred to the Parks and Recreation Department adding 3,000 acres of park land to the Department. With this opportunity comes the challenge of maintaining and growing outdoor programs in this regional park.



## The Ideal Candidate

The City of Denton is seeking a professional Parks and Recreation leader of excellent reputation and character to help move its Parks and Recreation Department forward. The ideal candidate will have a number of traits and experience that will translate to greater success:

- Top candidates will be oriented toward recreational programming and planning, with an eye for detail and skill at managing complex challenges.
- A strong background with recreation and leisure services will align most with the needs of this position.



- The pace of growth and evolution in Denton is intense, requiring a powerful work ethic. The successful candidate will be a self-starter with a “can do” attitude.
- Top candidates will complement their foundational knowledge of Parks and Recreation with a strong business acumen, as well as excellent leadership and management skills. Some experience with marketing would be an asset, as the City continues to promote its offerings to the community in this changing environment.
- The Assistant Director of Parks and Recreation should possess strong interpersonal and presentation skills with the ability to interact effectively with staff, elected officials, and the public.



## Experience and Education

**Education:** A Bachelor’s degree in in Parks and Recreation Administration, Business, Public Administration, or a related field.

**Experience:** Ten years of progressively responsible experience in Leisure Services, Recreation Administration, or a related field. A Master’s Degree is desired and can substitute for two years of experience.

Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job is considered qualifying.

## The Compensation

The salary range for the Assistant Director of Parks and Recreation is \$87,923 to \$145,952 annually, depending on qualifications. A superior benefits package is also offered, including Texas Municipal Retirement System at the 7% employee contribution level with a 2-to-1 match by the City upon retirement. Other benefits include medical, dental, vision, life, and disability insurance as well as vacation, sick leave, holiday pay, and other highly competitive benefits. The City will provide assistance with moving and relocation, if appropriate. Further details on compensation may be obtained through Ralph Andersen & Associates.

## The Recruitment Process

All interested candidates should apply by **October 19, 2020** by submitting a compelling cover letter and comprehensive resume to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Top candidates will be invited for a comprehensive interview process tentatively set for November 2020. Additionally, a supplemental questionnaire may be required with responses to specific questions and submittal of sample work products.

For further information or questions on the recruitment process, please contact Mr. Greg Nelson at (916) 630-4900. Confidential inquiries are welcomed and interested candidates are encouraged to submit application materials early for maximum consideration.

***This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.***

***The City of Denton is an Equal Opportunity Employer***



[www.cityofdenton.com](http://www.cityofdenton.com)