



DIRECTOR OF PARKS AND RECREATION

City of **Kyle, Texas**

Recruitment Services Provided By



The Opportunity

Fast-growing Kyle, Texas seeks a dynamic and visionary Parks and Recreation Director to lead its Parks and Recreation Department into the future. The next Director will have the opportunity to build upon an already high-performing and productive team as Kyle continues to flourish as one of the fastest growing cities in Texas.



About Kyle

The City of Kyle is poised to be the largest city in Hays County. With a continuous annual growth rate of 10%, their population has multiplied tenfold since the 2000 census from 5,000 citizens to just over 52,300. Kyle is strategically located on I-35, between two top performing cities in Texas. Just 7 miles south of Austin and 39 miles north of San Antonio, Kyle is in an enviable position along this booming corridor and is in the direct path of rapid growth.

With its prime location in the heart of the Texas Innovation Corridor and proximity to the large cities of Austin and San Antonio, Kyle attracts a diverse range of businesses, including high tech manufacturing, ranging from automotive and semiconductor to medical equipment and supplies, professional and business services, distribution, and destination recreation.

Kyle maintains a small-town value system including dedication, integrity and creativity to their residents and business communities. When you're looking for something sweet, there's nowhere better to go than the "Pie Capital of Texas."

There's plenty to do in the beautiful Texas Hill Country, with numerous parks and lakes within an hour's drive, including city and county parks, Lake Kyle, Lockhart State Park and Pedernales Falls State Park. Residents and visitors can enjoy outdoor activities such as hiking, biking and camping, spectacular cave tours, swimming, river tubing, boating and fishing. Kyle's convenient location just south of Austin provides its residents with immeasurable opportunities for recreation and entertainment, such as Lake Travis, Lady Bird Lake, the SXSW and Austin City Limits music festivals, and the Circuit of the Americas Formula 1 racing.





City Government

Incorporated in 1928 as a general-law city, Kyle is governed by a council-manager form of government. The City Council consists of three members elected by district, along with three Council Members and the Mayor who are elected at-large. Each member of the Council is elected to three-year terms, limited to three terms. The City Council appoints the City Manager, City Attorney, and Municipal Court Judge.

The City Manager, along with two Assistant City Managers, provide overall leadership of the City's 400 FTE employees, and \$237 million all-funds budget. There are 17 City departments, one of which is the Parks and Recreation Department.

Team Kyle Culture

The City of Kyle culture defines how their employees interact with one another and the public. The City of Kyle has taken specific actions to define its organizational culture with four essential core values.

Team Kyle Culture is based on the Core Values (KYLE) listed below:

Knowledge:

Knowledgeable in all aspects of job and City operations; maintains high quality of work; freedom from errors and mistakes. Attends training and development opportunities to stay updated with best practices in the field. Puts forward ideas and acts upon improving efficiency and effectiveness.

Yes-Attitude:

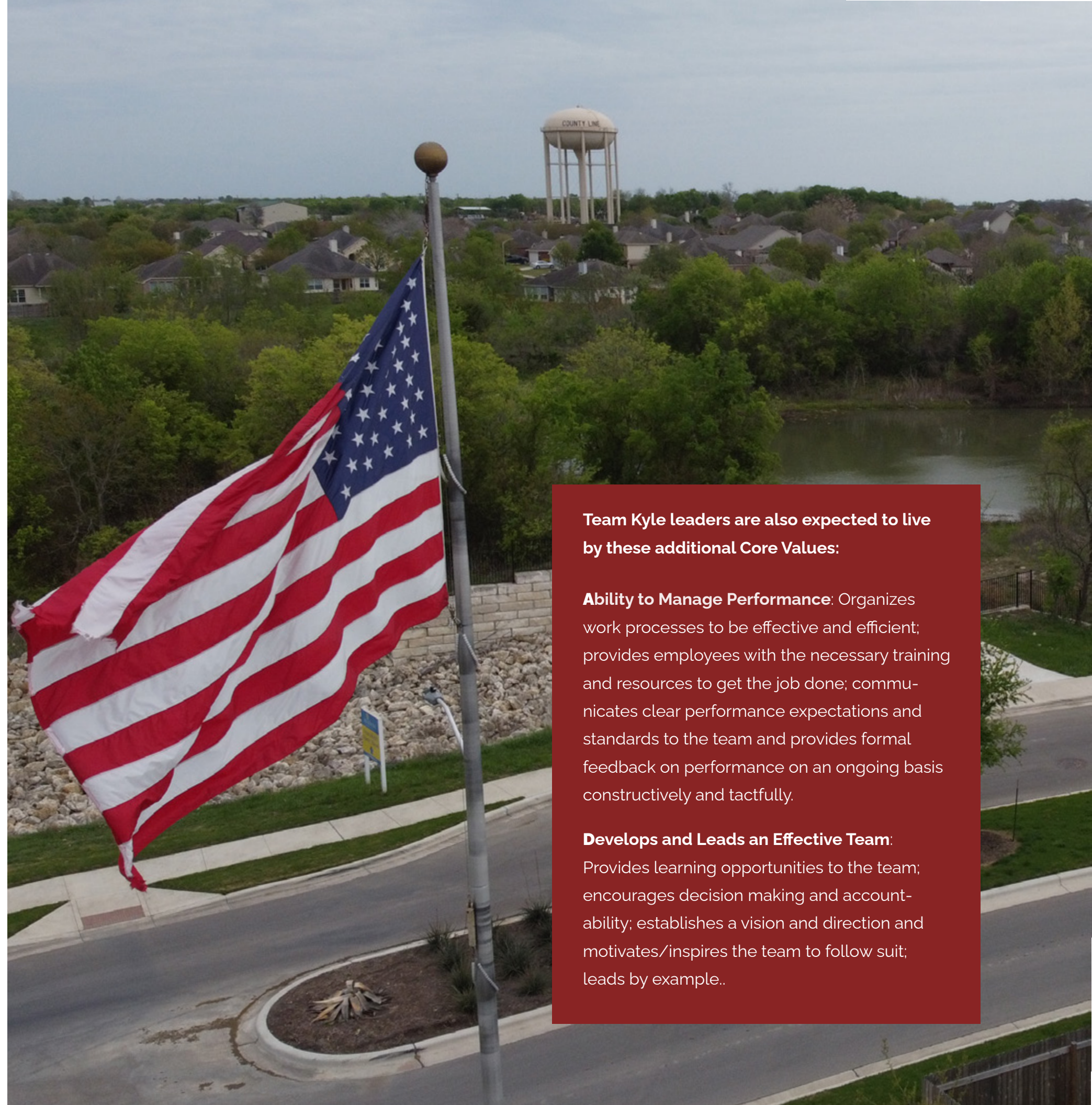
Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.

Leading Edge:

Continually looking for areas to improve upon; decisive and adaptive; supports new ideas; a driver for change. Innovative.

Employee Accountability:

Actively seeks and gives performance feedback to determine developmental opportunities; uses feedback as an opportunity for continuous improvement.



Team Kyle leaders are also expected to live by these additional Core Values:

Ability to Manage Performance: Organizes work processes to be effective and efficient; provides employees with the necessary training and resources to get the job done; communicates clear performance expectations and standards to the team and provides formal feedback on performance on an ongoing basis constructively and tactfully.

Develops and Leads an Effective Team: Provides learning opportunities to the team; encourages decision making and accountability; establishes a vision and direction and motivates/inspires the team to follow suit; leads by example..



The Parks and Recreation Department

The Parks and Recreation Department is led by a full-time director and is staffed with 53 employees, including the two Assistant Directors, three Administrative Assistants, one Special Events Coordinator, along with additional Trails, Park and Beautification Maintenance staff. The FY 23-24 annual budget for the department is \$6.74 million.

The City of Kyle has many acres of developed and undeveloped park land and several facilities and other amenities available for public use. The City prioritizes access to parks, open spaces, and natural areas as a vital measure of the community's health and quality of life. Parks are visible and tangible expressions of a community's natural beauty that offer places for exercise and relaxation, preserve wildlife habitat and contribute to clean air and water. Learn more about the City of Kyle's [Parks and Trail Master Plans](#).

Enjoy green open spaces, tree lined trails, water features and more at one of Kyle's ten city parks listed below:

- Bunton Creek Park
- Cool Springs Park
- Gregg-Clarke Park, James Adkins Pool & Ash Pavilion
- Heroes Memorial Park
- Lake Kyle Park & Parks and Recreation Headquarters
- La Verde Park
- Mary Kyle Hartson City Square Park
- Steeplechase Park
- Waterleaf Park
- Plum Creek Trail

\$ 6.47M Operating Budget **53** Employees

The Position

Reporting to an Assistant City Manager, the Director of Parks and Recreation provides leadership and management of the Parks and Recreation Department and all associated programming and services, including facilities and grounds maintenance. The next Director will enjoy many career-enriching opportunities to improve, enhance, and establish parks and recreation programs and facilities that serve the ever-increasing number of Kyle residents during this exciting growth period of the city's evolution. Some of the job duties include the following:

- Directing the day-to-day operation, management and administration of the Parks and Recreation Department.
- Creating a work atmosphere that inspires team members to be creative, innovative, valued, and successful; living the Kyle Core Values daily and encouraging staff members to incorporate those values into their roles.
- Planning and coordinating park design, development, construction, and capital improvement projects; developing annual and long-term goals and objectives for the Department; obtaining and administering funding for the capital improvement projects; and aiding in the selection and procurement of parkland acquisition.
- Supervising, hiring, evaluating, training, and delegating duties of Parks and Recreation Department team members, as well as other contract programs, volunteers, and community service workers, along with evaluating the performance of subordinate staff members on a periodic basis.
- Maintaining fields and facilities at a high level of use and appearance, while ensuring all are safe for public use.
- Developing, monitoring, and administering the department's budget and personnel; authorizing, purchasing, monitoring expenditures, schedules, and allocating personnel resources.





Upcoming Projects and Annual Events

The next Director of Parks and Recreation should be prepared to excel in delivering the following challenging projects and exciting annual events in Kyle:

- Build/Construct a Community Center (\$70 million dollar project).
- Build/Construct a Sportsplex (\$30 million dollar project).
- Reinvestment in existing City parks (\$25 million dollar project).
- Build/Construct fifteen (15) miles of natural trails and eighty (80) miles of integrated concrete trail, the Vybe. The Vybe is the city's newest and boldest project to design and construct an 80-mile paved path to connect all neighborhoods in Kyle to business, recreation and entertainment destinations.
- Build/Construct a BMX Bike Park.
- Build/Construct pickleball/tennis courts.
- Annual Kyle Fair – A three (3) day Tex-Travaganza destination event held at Lake Kyle Park in May.
- Annual Events such as the Easter Extravaganza, 4th of July Celebration, Founder's Day, Fall Festival, and others.
- 25 Days of Christmas – Held throughout December including nightly holiday lights, Christmas music, live music, local vendors, Family Fun Fridays, Shopping Saturdays and Social Sundays at Mary Kyle Hartson Park.

Ideal Candidate

The ideal candidate for the position of Director of Parks and Recreation in the City of Kyle will possess certain traits and experiences that will likely lead to success:

- In addition to parks and recreation experience, the City seeks an effective leader and relationship builder. Strong interpersonal skills are critical for success in this role.
- A creative thinker who approaches parks and recreation projects, facilities, and services through a lens of innovation and stellar community service.
- Demonstrated experience with creative branding ideas for City assets, along with significant experience in upgrading/ updating parks and associated facilities.
- Flexibility, adaptability and an enthusiasm to implement new ideas.
- Experience working in a rapidly growing community and an appreciation for working in a fast-paced municipal environment will be necessary for the next Director.
- Demonstrated experience leading teams in the coordination and execution of large-scale special events will benefit the successful candidate and the City as Kyle continues to host community-enriching events in the future.





Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education/Training: A Bachelor's degree in Parks and Recreation Administration or a closely related field. A Master's degree is preferred but not required.

Experience: A minimum of five (5) years of leadership experience as a senior administrator in a governmental setting, one (1) year of which should be as a Director of Parks and Recreation or Assistant Director, or its equivalent; or an equivalent combination of training and/or experience which demonstrates a comprehensive knowledge of parks and recreation administration and supervision.



Salary and Benefits

The salary range for the Director of Parks and Recreation is +/- **\$175,000**, with placement in the range dependent on qualifications. In addition, an excellent executive benefits package is provided as outlined below. Key benefits include:

- **Retirement:** Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 match by the City of Kyle.
- **Insurance:** The City provides excellent insurance benefits for employees including three health plan options, two dental plans, and vision coverage. Additionally, life insurance, short-term and long-term disability, and an Employee Assistance Program are covered by the City. Employees also have the option to purchase additional life insurance for themselves and their dependents.
- **Tuition Reimbursement:** The City will reimburse the covered costs of tuition and books for those who take job related, City career-enhancing credit courses at accredited degree granting colleges and universities.
- **Leave:** The selected candidate will receive vacation and sick leave, 13 paid holidays, 2 floating holidays, and up to 12 hours annually of paid leave to volunteer in community/charitable organizations.
- **Auto allowance:** The City will provide an automobile allowance of \$500 monthly.
- **Compensatory time:** The City provides hour-for-hour compensatory time for its salaried employees for hours worked in excess of the normal work week.

The 2024 Benefits Guide can be found [here](#).

Application and Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé online. Candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong pool of stellar candidates has been established. Apply at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | bryan@mosaicpublic.com | (916) 550-4100.

Greg Nelson | greg@mosaicpublic.com | (916) 550-4100.

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 Kyle is an Equal Opportunity Employer.

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