

Assistant Director-Golf and Athletics Division
Fort Worth, Texas

The City of Fort Worth is seeking an innovative leader and high energy professional to fill the Assistant Director position of the Park and Recreation Department's Golf and Athletics Division. This position reports to the Park and Recreation Director, supervises golf and athletic operations with a staff of 75 employees through six direct reports. The division has a total annual operating budget of \$8.2 million (\$5.2M – Golf; \$3M Athletics).

The City of Fort Worth owns and operates four golf courses: Meadowbrook (18 holes), Pecan Valley (36 holes plus driving range), Rockwood Park (18 holes, six-hole practice course, driving range and home to The First Tee of Fort Worth), and Sycamore Creek (nine holes with double set of tees). The athletics division is composed of adult programming, oversight of 46 competition soccer fields and 25 competition baseball/softball fields (youth and adult), and the McLeland Tennis Center management (14 outdoor/two indoor courts) contract.

The next Assistant Director-Golf and Athletics Division shall:

- Be a transformative leader with a strong commitment to excellent customer service and a highly motivated self-starter combined with a proven successful track record in the management of multiple golf courses and athletic field operations.
- Be a strong administrator with an engaging communication style and excellent listening skills.
- Be a person who leads and motivates by personal example; encouraging high standards of performance, productivity, and ethical conduct from all staff.
- Possess a strong golf operations as well as finance/budget background with the ability to find creative approaches to the challenging market conditions and developing sustainable revenue sources.
- Be knowledgeable in golf course and athletic field turf management including the operations and upkeep of equipment, pumps and irrigation systems.
- Be flexible yet well organized and efficient, paying attention to detail.

The ideal candidate will direct the activities of the Golf/Athletics division including but not limited to the following:

- Plan, coordinate, administer and evaluate current programs and projects; ensure compliance with federal, state and local laws, regulations, codes and/or standards as well as City, Department and Division policy and procedures.
- Supervise staff (six direct reports) including the prioritization and assignment of work, conduct performance evaluations and make personnel decisions or recommendations.

- Assist with management development and implementation of departmental goals, objectives and policies as well as development and oversight of marketing and promotional activities.
- Review golf operations and athletics policy and procedures as well as turf maintenance programs and practices; development and review of all user fees as part of the annual budget process and recommend the annual budget for both the golf and athletics division.
- The candidate should have the ability to analyze and assess adult athletic programs, policies and operational needs and make appropriate adjustments if required; prepare strategic business and work plans for customer requirements and priorities to serve the needs of a demographically diverse community; ability to prepare and track complex budgets, accurately reflecting organizational needs and priorities; prepare new programs, feasibility and financial reports that justify and support service needs and operations.
- The candidate should have excellent interpersonal skills, the capacity to maintain positive employee morale and the ability to collaborate and build strong partnerships with community organizations, neighborhood groups and other City departments. This position interacts closely with adult athletic leagues, golf associations, Fort Worth Convention and Visitors Bureau, and the Fort Worth Sports Advisory Council.
- This position provides support to the Director of Park and Recreation as requested. Candidate's ability to create presentations and present information and ideas clearly is essential to this position's role. Strategic thinking and planning as well as preparation and tracking of complex budgets are vital to the role as the Assistant Director – Golf/Athletics.
- This position may participate on boards, commissions and committees as required; and prepares and presents staff reports and other necessary correspondence.

Requirements:

Bachelor's degree from an accredited college or university with major course work in recreational science, physical education, public or business administration, or a related field, and six years of increasingly responsible experience in park and recreation and/or golf shop and maintenance operations, including three years of marketing, administrative and supervisory responsibility.

Other Requirements: Possession of, or ability to obtain an appropriate, valid Texas driver's license within three months.

Preferences:

One or more of the below is desired and preferred but not required:

- PGA "Class A" Member and/or GCSAA "Class A" Member
- Experience with the management of multiple public golf courses
- Master's in Public Administration
- CPRP (Certified Park and Recreation Professional) or CPRE (Certified Park and Recreation Executive) Certification

The City of Fort Worth offers a competitive salary and benefits package including a Health Benefit Plan with two levels of PPO coverage. The salary range for the position is \$102,308 - 120,000 DOQ. The City offers tuition reimbursement to employees wishing to improve or continue their education. Apply online to www.GovHRJobs.com with your resume, cover letter, and contact information for five professional references by April 8, 2019 to the attention of Chuck Balling, Vice President GovHR USA.

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