

**City of Truth or Consequences
Human Resources Office**

505 Sims Street

PH: (575) 740-7554

Truth or Consequences, NM 87901

FAX: (575) 894-0363

JOB ADVERTISEMENT

Parks Manager

See **Job Description** for full requirements and representative duties.

Pay rate Classification 14, plus benefits.

Applications and Job Descriptions are available from the City's Human Resources Office,
505 Sims Street T or C, NM 87901, tel. # (575) 740-7554, fax # (575) 894-0363
or on the City's Website at www.torcnm.org.

Deadline for applications to be returned to the City's HR Office, Until Filled

Equal Opportunity Employer

PUBLISH: February 20, 2025 – and each Thursday until filled - Sentinel

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| POSTED: | February 24, 2025 | City's Website |
| | February 24, 2025 | Indeed.com |
| | | NMML.org |
| | February 24, 2025 | Workforce.com |

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JOB DESCRIPTION

Class Title: Parks and Recreation Manager

Department: Community Service

Division: Parks and Recreation

Status: Classified

Classification: 14

GENERAL PURPOSE:

The Parks and Recreation Supervisor, working under the direction and with the Community Services Director, plans, organizes, directs, and supervises the overall day-to-day operations of the City Parks and Recreation areas, Cemeteries, athletic fields, rodeo arena, and related facilities to ensure that they are maintained and operated safely, efficiently, and in accordance with applicable established rules, policies, guidelines, and standards.

SUPERVISION RECEIVED/GIVEN:

The Parks and Recreation Supervisor reports directly to the Community Service Director and Supervises and, manages all full-time, part-time, and seasonal employees in the Parks and Recreation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

DUTIES AND RESPONSIBILITIES:

- Responsible for recreational programming, community facilities, and parks/facilities planning and development.
- Responsible for communicating back and forth between Parks, City Staff, and the Community Service Director.
- Responsible in assisting the implementation of the City's plans, programs, missions, goals, and provide professional and technical assistance to the Parks and Recreation Advisory Board.
- Responsible for the overall directive coordination, and evaluations of this unit.
- Works with the Director of Community Services through hiring processes, develops performance expectations, and identifies essential functions of the positions, skills, abilities, and knowledge required.
- Responsible for supervising, training, directing, and evaluating department personnel.
- Responsible for monitoring all activities and operations of the department and sets goals, objectives, and guidelines for performance.
- Directs and participates in the recruitment, selection, training, supervision, and development of all Parks and Recreation staff, makes recommendations for hiring and terminating.
- Prepare schedules and assignments for recreation personnel and plans, manages, and monitors the proper allocation and utilization of staff according to projected needs and directives.
- Supervises acquisition, planning, design, construction, and maintenance of recreation facilities, coordinates, and shares resources with the Director of Community Services on maintenance and special repair projects.
- Evaluates and inspects the cleanliness and effectiveness of recreation areas, facilities, and services.
- Studies local conditions, communicates with user groups, and develops immediate and long range plans to meet recreational needs of all age groups.

- Responsible for following City procurement procedures when obtaining price quotes(s) as needed for requisitions, to place orders and maintain supplies and equipment.
- Prepare and manages annual budget for recreation program functions, develops alternative funding sources for programs and improvements.
- Attends regular Parks and Recreation Board meetings and reports recommendations and direction to the Director of Community Service.
- Advises the Director of Community Service a long-term strategic planning for all parks and park programs.
- Oversees marketing of park programs, including posting on the City of Truth or Consequences website.
- Researches grant opportunities and assists with grant applications for the betterment of parks and related community facilities.
- Coordinates facilities and programs with department staff and other agencies and organizations, serves as a technical advisor to sports clubs and recreation staff.
- Performs public relations duties, responds to complaints, handles all league suspensions and rules enforcement, prepares new releases and information, marketing bulletins, or other publicity needs of diverse community groups under the direction of the Director of Community Services and/or the City Manager.

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma Preferred

- Graduated from an accredited college or university, or substantial high level professional experience in community works, or any combination of experience, education, or training that demonstrates the applicant has the leadership competencies necessary to fulfill the job requirements is preferred.

Knowledge, Skill, and Abilities:

- Knowledge of the rules, regulations, policies, and procedures pertaining to the operation and management of the City's parks, recreational areas, cemeteries, and public access sites.
- Knowledge of budget and reporting process.
- Knowledge of the methods, techniques and requirements for the maintenance and upkeep of buildings, facilities, grounds, and equipment.
- Knowledge of the methods and techniques used in building construction activities, including construction methods, equipment, specifications, and contracts.
- Knowledge of the rules and regulations, and enforcement methods for controlling public use of facilities.
- Knowledge of the processes involved in accounting for receipts, expenditures, and budget estimates.
- Knowledge of recreational facility planning techniques, including design and construction.
- Knowledge of the principles and practices in the conservation of natural resources in the City Park system.
- Knowledge of public relations techniques.
- Knowledge of training and supervisory techniques.
- Knowledge of employee policies and procedures.
- Knowledge of equal employment opportunity practices.
- Knowledge of in-service training techniques.
- Ability to formulate policies, procedures, rules, and regulations.
- Ability to instruct, direct, and evaluate employees.
- Ability to analyze and appraise facts and precedents in make management decisions.

- Ability to plan, organize, and supervise the construction, operation, and maintenance of City Parks, recreational areas, cemetery, and public access sites within the City.
- Ability to schedule work projects.
- Ability to organize, evaluate, and present information effectively, both orally and in writing.
- Ability to maintain favorable public relations.

Requirements/Certifications/License:

- Valid New Mexico Driver's License.
- Certified in First Aid and CPR.
- May be required to obtain NM Public Applicator License.
- Must successfully pass pre-employment drug screening.

PERIPHERAL DUTIES:

- Required to attend City Commission Meetings when necessary, and will be required to attend Municipal Recreation and Cemetery Board Meetings as City Representative.
- Performs a variety of miscellaneous duties such as running errands, picking up supplies needed for activities, and helping set up tables and chairs for classes, events, etc.

EQUIPMENT, TOOLS, AND MATERIALS:

Utilizes any equipment, tools, and materials necessary to accomplish the duties described in the Essential Duties section above, including but not limited to:

- Personal computer, including Microsoft Office Suite, calculator, copy machines, telephone, cellular phone or portable radios.
- Mowing equipment, including riding mowers, push mowers, weed-eaters, and sweepers. Also included are backhoe, bush-hog, ditch-witch, compressor, jackhammer, and pesticide/herbicide spray equipment.
- All small hand and power tools, including such items as tree pruning equipment, chainsaws, power drills, saws, and general use hand tools.
- All chemicals associated therewith.

List is generally not all inclusive.

WORK ENVIRONMENT:

- Normal work performed on weekdays. Some overtime work may be required, including evenings and weekends. May also be required to rotate standby duties.
- Outside work is subject to seasonal temperature extremes and inclement weather.
- Subject to hazards such as chemicals, including pesticides, herbicides, fertilizers, oxidizers, cleaning chemicals, solvents, paints, acids, cement, and stucco.
- May be subject to health hazards such as infections, diseases, fumes, odors, dusts, and gases.
- Exposure to moderate to high noise levels.

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of the job.

PHYSICAL FUNCTIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Duties may involve lifting of heavy objects, not to exceed 100 pounds.
- Duties involve walking or standing for long periods of time on even, uneven, hard, soft, wet, or dry surfaces.
- Duties involve crouching and kneeling for long periods of time.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perceptions, and the ability to adjust focus.

The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Equal Opportunity Employer Statement:

The City of Truth or Consequences is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The City of Truth or Consequences makes hiring decisions based solely on qualifications, merit, and business needs at the time.