



**DIRECTOR OF PARKS  
AND RECREATION**  
City of Wichita Falls, TX

Recruitment Services Provided By





## The Opportunity

The City of Wichita Falls, Texas offers a rewarding opportunity to lead a successful parks and recreation department as the next Director of Parks and Recreation with many exciting parks projects on the horizon. As the department prepares to embark on their new Parks Master Plan, it is an exciting time to lead the Parks and Recreation team while enjoying the quality of life in an affordable Texas community.

## About Wichita Falls

Wichita Falls, Texas, located in the scenic North Texas Panhandle/Plains region, spans 70.12 square miles as the county seat of Wichita County. Known for its progressive economic environment, the city is home to 102,774 residents who enjoy a high quality of life in a setting that combines small-town charm with modern amenities. Conveniently, Wichita Falls is situated within two hours of the Dallas-Fort Worth and Oklahoma City metro areas, offering easy access via major highways like I-44 and U.S. Highways 82, 281, 277, and 287.

Founded in 1872, Wichita Falls has a rich history rooted in oil and agriculture and remains a pro-business city committed to sustainable growth. Key employers include Sheppard Air Force Base, Midwestern State University, and United Regional Healthcare System, alongside new ventures like an Amazon distribution facility and a planned data center. The city supports a wide variety of industries, from aerospace to manufacturing, making it a robust employment hub for North Texas.

The City offers ample recreational and cultural opportunities, with a twenty-mile trail system, 38 parks, and numerous family-friendly amenities. Residents can enjoy the Wichita Falls Symphony Orchestra, ballet troupe, theaters, and rodeos. In addition, the Multi-Purpose Event Center provides convention spaces, a 10,000-seat arena, and venues for events throughout the year, ensuring entertainment for all ages.

Education in Wichita Falls is anchored by the Wichita Falls Independent School District with its two brand new state of the art high schools and Midwestern State University, which excel in career and technical education and liberal arts. The community's pride extends to Sheppard Air Force Base, where the Euro-NATO Joint Jet Pilot Training program draws international interest. With a low cost of living, excellent healthcare, and affordable housing, Wichita Falls remains a vibrant place to live, work, and grow.

# City Government

The City of Wichita Falls operates under the Council-Manager form of government. The City Council consists of a Mayor, five district representatives, and one at-large representative with each member of the Council serving three-year terms. The City Council appoints the City Manager, City Attorney, City Clerk, and Municipal Court Judge. The City delivers a comprehensive range of services through an FY 2025 budget of \$242 million and with 1,268 full-time employees.



# The Department

The Parks and Recreation Department provides a variety of comprehensive and diverse programs, facilities, and services to the residents of Wichita Falls. The team of over 120 FTE dedicated employees fulfill and enhance the operations of the Wichita Falls Public Library, MLK Center, and all three Parks Divisions – Parks, Recreation and Cemeteries.

- **Parks** - The Parks Division works diligently to add to the quality of life in Wichita Falls by providing the public with colorfully landscaped medians, aesthetically pleasing parks, an extensive trail system used for running, walking, biking, and rollerblading, and many other beautification and activity projects.
- **Recreation** - The Recreation Division is proud to offer a wide variety of programs through-out the year for citizens of all ages and abilities. Recreation programs cover a wide range of activities including softball, basketball, tennis, pickleball, dance, fitness, arts, and crafts, dog obedience classes, adult athletics, special events, senior activities, and more. In addition, the City has recently completed the renovation of our sports complex, which features eight new synthetic turf fields.
- **Cemeteries** – The Cemetery Division maintains four city-owned cemeteries, Riverside, Rosemont, Hillcrest and Lakeview, with services including opening and closing graves, facility maintenance, selling of cemetery property, and location of gravesites.

Services are accomplished by developing and administering recreation, maintenance, street, medians, facility, and equipment programs, and preparing and administering the over \$12 million budget. The department oversees 1,200 acres of parks throughout their 38 park system. Many parks have spacious picnic shelters, barbeque grills, playgrounds, miles of walking trails and more. Parks support exciting outdoor activities with facilities for basketball, futsal, tennis, swimming, volleyball, disc golf, softball, rollerblading, walking, jogging, fishing, biking and horseshoes. In addition to facilities the City also provides organized sporting activities including very active softball and basketball leagues and two tennis and pickleball centers.



**\$ 12M**  
Operating Budget

**120 FTE**  
Employees

# The Position

The Director of Parks and Recreation will plan, develop, organize and direct the operations of the recreational programs, services and facilities for the city and coordinate assigned activities with other departments and outside agencies. The Director will also proactively develop strategies to develop a Parks Foundation to assist with the implementation of the new Parks Master Plan currently under development.

The City of Wichita Falls strives to implement positive change, provide creative solutions and identify innovative approaches to better serve the community. The Parks and Recreation Department is looking for a candidate who is confident in their ability to lead teams and will be proactive with implementing policy, procedures, and standards to improve the level of service to the community. The successful candidate will be a collaborative, adaptable and open-minded individual who is committed to excellence and seeks to cultivate relationships among team members and in the community.





# Challenges & Opportunities

The next Director of Parks and Recreation will be presented with a few known challenges and opportunities in which to excel, including:

- The Director of Parks and Recreation position has been vacant for over six years, while responsibilities have been shouldered by seasoned staff members, several are retiring in the near future. The new Director will need to support the team in a time of transition while capitalizing on decades of experience and historical knowledge from current staff.
- The Parks Board and associated Citizens Committee is finalizing a new Parks Master Plan to be presented to the City Council in January of 2025.
- The City Council is very supportive of Parks and Recreation and would like to see initiatives implemented with the City's support and with the development of a Parks Foundation to encourage charitable giving to support projects.
- There are many active civic and special interest groups in the community that allow for ease in direct communication for engagement and growth.

# Ideal Candidate

The ideal candidate for the position of Director of Parks and Recreation should possess certain traits and experience that will lead to success including:

- Wichita Falls Parks and Recreation Department is looking for a candidate who is confident in their ability to lead teams with a servant leader mindset.
- The successful candidate will be a collaborative, adaptable and open-minded individual who is committed to excellence and seeks to cultivate relationships in the community.
- Experience in hands-on project development for both deferred maintenance and new capital projects would be beneficial.
- The ideal candidate will have an entrepreneurial mindset in order to identify and seek funding opportunities and develop fund-raising capacity in order to improve the overall quality of the life in the community.
- A candidate with an enterprising spirit who brings a creative approach to sport tourism and makes the most of multi-use facilities, as well as being a strategist, able to balance the needs of the community and staff within budget, while looking at ways to grow revenue would be beneficial.
- A customer service minded candidate who has a heart for serving and enjoys public engagement and contributing to the betterment of staff and the community is sought. Active involvement in the community with a true passion for making a difference is an essential trait.
- The best suited candidate should be engaged and can identify ways to increase the efficiency of the department's operations and take the initiative in making changes. They should be employee-focused and have a passion for getting involved in projects and events.





## Qualifications

The successful candidate will possess any combination of education and/or experience that provides the required skills, knowledge, and abilities to perform the essential functions of the position. A typical combination includes:

**Education:** Bachelor's degree from an accredited college or university with major course work in recreational science, physical education, horticulture, public or business administration, social services, or a related field.

**Experience:** Eight years of increasingly responsible experience in parks and recreation services and/or management, including four years of supervisory responsibility.



# Salary & Benefits

The annual salary range for the Director of Parks and Recreation is **\$134,160 to \$201,344**, hiring at a mid-point around \$134K to \$167K. Placement within this range is dependent on experience and qualifications. Key benefits include:

**9/80 Work Schedule:** Full-time employees may elect to work 80 hours in 9 days, if desired.

**Retirement:** Participation in the Texas Municipal Retirement System is mandatory for all full-time City employees. Participating members contribute 7% of their salary. Members are considered vested after 10 years of service. At vesting, the City matches all current and future funds in the account 2 to 1 upon retirement only. Retirement requirements are: 25 years at any age or 10 years at age 60. A 457 Deferred Compensation Retirement Plan is also available.

**Health Benefits:** Participation is offered to employees and qualifying dependents, and includes options for medical, dental, and vision insurance.

- Blue Cross Blue Shield of Texas Medical and Vision Coverage
- Humana Dental Coverage
- Life Insurance Equivalent to one-year salary through Symetra

The City also offers an Employee Family Health Center, a clinic for city employees and covered dependents with no office visit co-pays.

**Health Care & Dependent Care Flexible Spending Accounts:** Voluntary participation.

**Stability Pay:** An annual longevity payment ranging from \$500 (2+ years of service) to \$2,500 (5+ years of service).

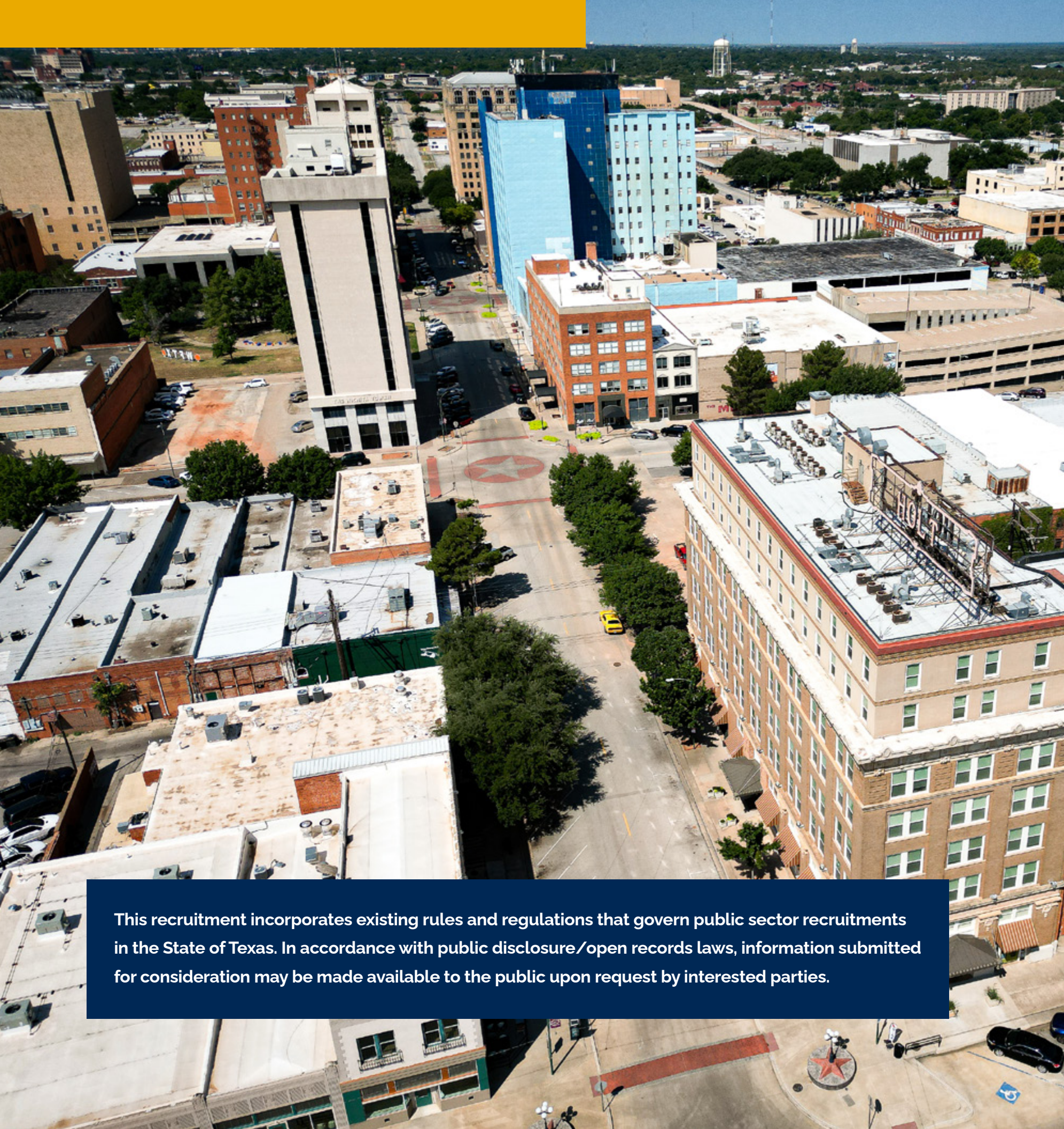
**Vacation:** 4 Hours of Vacation Per Pay Period or starting at 13 days per year.

**Sick Leave:** 4.62 Hours of Sick Leave Per Pay Period or 15 days per year.

**Holidays:** 10 Paid Holidays, including one floating holiday per year.

**Life Insurance:** City provides a paid policy with face value equal to annual salary.





# Application & Selection Process

Interested candidates must submit a compelling interest letter and comprehensive résumé online by **Monday, January 6, 2024**, at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

Due to the public nature of searches in the State of Texas, confidential inquiries are recommended before submission of materials should you have any questions.

## CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Ms. Julie Baca, Senior Consultant

[julie@mosaicpublic.com](mailto:julie@mosaicpublic.com) | (970) 209-0404.

*The City of Wichita Falls is an equal opportunity employer and is committed to creating a work environment in which all individuals are treated with respect and professionalism.*

Recruitment Services Provided By



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

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