

A large, blue, abstract sculpture made of curved pipes and a metal mesh, set against a clear blue sky and green trees. The sculpture is the focal point of the background image.

# Assistant Director of **PARKS**

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ADDISON, TEXAS



# ABOUT ADDISON

Addison is known for its culture of providing outstanding service delivery and being a leader in local government. Whether it's nationally ranked special events or being home to regional and corporate headquarters, Addison continues to be a destination for the business community and for those looking to live, dine, and shop in a fun and vibrant community.

The Town of Addison is recruiting for its next Assistant Director of Parks for our Addison Parks & Recreation Department. The ideal candidate is innovative, experienced, and a strategic thinker who will join an excellent team of Parks & Recreation professionals who care deeply about the Addison community and its residents.

Addison is a vibrant and unique community located in the heart of the Dallas–Fort Worth Metroplex with a resident population of approximately 17,000 and a daytime population exceeding 100,000. Known as a major employment, dining, and entertainment hub in North Texas, Addison combines the energy, vibrancy, and commerce of a large city with the accessibility and sense of community of a small town. The Town's 4.4-square-mile urban environment includes more than 12 million square feet of office space, over 200+ restaurants, 23 hotels, unique retail destinations, and a wide variety of residential options, making Addison a true live, work, and play community.

Addison is widely recognized as a destination community, known for its nationally acclaimed special events, vibrant parks and public spaces, and active community life. Signature events such as Kaboom Town! and Oktoberfest draw visitors from across the region each year, and the Town's parks, trails, recreation programs, and the Addison Athletic Club play an important role in the community's identity and quality of life. Addison's combination of business vitality, entertainment, dining, events, and accessible public spaces makes it one of the most unique and dynamic communities in North Texas.

Addison was incorporated on June 15, 1953, and became the Town of Addison with the adoption of a new charter on April 3, 1982. The charter established the Council-Manager form of government. The Council is comprised of a Mayor and six members who are elected at-large. In Addison, the Mayor and City Council are elected for two-year terms and may serve up to three successive terms.

The Council's responsibility is to enact local legislation, adopt budgets, determine policies, and appoint the City Manager. The City Manager serves as the chief administrator, ensuring the Council's policies are carried out.

In Addison, employees strive to **Be BRAVE** through the core values of AccountaBility, Responsiveness, InnovAtion, ServIce, and IntEgrity. These values guide how the organization serves and makes a difference in the community.

**The Assistant Director of Parks reports to the Director of Parks & Recreation. This position assists with the management and administrative activities of policies related to planning, operation, and administration of Town parks. The candidate will also assist with long-range planning, policy, budget, and Parks and Recreation planning projects.**

- Provides direction and supervision of Parks staff and projects to accomplish goal of a vibrant and active community through the administration of projects and parks planning efforts.
- Assists in the formulation of policies related to planning, operation, and administration of the parks and implements decisions and determinations as deemed essential by the Department Director.
- Oversees the preparation and administration of the department's annual parks projects including grant writing, development of scope of services, negotiation of professional service agreement, review of plans, bidding, preparation of Council agenda items, project management, and construction observation.
- Provides public information on Park and Recreation programs and services through Town's communication channels and by making presentations and facilitates gathering public input.
- Manages landscaping and beautification efforts with tools through Asset Management and Parkland Dedication Programs.
- Oversees design recommendations for the redevelopment and maintenance of existing landscape areas using native, adapted, and drought tolerant plant materials.
- Assists in the completion of long-range park plans such as the Parks, Recreation and Open Space Master Plan and City-Wide Trails Master Plan.
- Assists in the formulation of policies related to planning, operation, and administration of the parks and implements decisions and determinations as deemed essential by the Department Director.
- Serves as member of Development Review Committee, administers Town Ordinances; serves as the lead and primary point of contact for park planning and design to ensure alignment with long-range goals and objectives identified in the Department's multiple strategic master plans.
- Oversees the reviews of private development plans for compliance with Town landscape ordinances; documents and notes compliance and non-compliance items and informs appropriate staff, consultants, and private developers.
- Evaluates Park and Recreation facilities, public and private landscapes, and the maintenance and operation of those facilities; recommends improvements.
- Assists in the preparation of the annual budget and prepares periodic reports of departmental operations.
- Confers with consultants, architects, and contractors as well as other city departments and agencies in planning and implementing improvements.
- Conducts research for documents; compiles data for computer entry; prepares graphic and spreadsheets.
- Meet with subordinates to assign projects and discuss standard operating issues; follows up to assist with problems and assess project status.
- Serves as department leader in the absence of the Director; provides support to the Director, as required.
- May be asked to perform additional job duties that are directly, indirectly, or completely unrelated to normal job functions in the course of presenting certain Town special events.
- Performs related duties as required or assigned.



**ABOUT THE POSITION**

# EDUCATION & EXPERIENCE

A Bachelor's degree in Parks & Recreation Administration or related field; AND five (5) years in public administration or management and two (2) years of supervisory experience; OR an equivalent combination of education, training, and experience will be considered.

The ideal candidate has a robust knowledge of the role parks, recreation programs, events, and public spaces play in creating community and enhancing quality of life. The successful candidate should be both strategic and hands-on, capable of assisting the Department Director in leading the department.



They must have skill in analyzing environmental impacts, preparing clear and concise reports and other documents, developing and maintaining budgets, establishing and maintaining effective working relationships, and communicating effectively both verbally and in writing.

A State of Texas Registered Landscape Architect designation and/or Certified Parks and Recreation Professional (CPRP) is preferred. Must be able to successfully pass a criminal background check and other pre-employment testing.

# COMPENSATION & BENEFITS

The Town of Addison is offering a competitive salary commensurate with experience and a comprehensive benefits package. **The posted range starts at \$106,060.86 to a maximum of \$159,091.30.** A full range of benefits and leave will be a part of the total compensation package. Additionally, the Town of Addison does not participate in Social Security but does offer Deferred Compensation with a 2/3 match for its employees.





# APPLICATION PROCESS

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*The Town of Addison is an equal opportunity employer. The Town prohibits discrimination on the basis of any protected class, status, characteristic, or activity under law.*

**To apply, please submit a letter of interest and resume to:**

**[ADParks@addisontx.gov](mailto:ADParks@addisontx.gov)**

**For more information on this position, please contact Addison Human Resources at:**

**[humanresources@addisontx.gov](mailto:humanresources@addisontx.gov)**

*The application deadline is **July 20, 2026.***

