



BEE CAVE
TEXAS

**DIRECTOR OF PARKS AND
PUBLIC WORKS**
City of Bee Cave, TX

The Community

Nestled at the gateway to the Texas Hill Country just 17 miles west of downtown Austin, the City of Bee Cave offers a unique blend of small-town charm, natural beauty, and vibrant community life. With a population of approximately 9,100, Bee Cave has grown from its humble beginnings into a thriving, family-friendly destination known for its scenic landscapes, year-round outdoor recreation, and welcoming spirit.

Founded in the 1850s near the confluence of Barton Creek and Little Barton Creek, Bee Cave derives its name from a nearby limestone cave once swarming with Mexican honeybees. Today, the buzz is all about the city's dynamic growth, upscale amenities, and quality of life. Far more than a stop along the way, Bee Cave has become a destination in its own right—offering residents and visitors a rich mix of shopping, dining, golfing, hiking, and breathtaking Hill Country views.

Government

The City of Bee Cave was originally established as a Type-A General Law municipality with an Alderman-Mayor form of government. In 2006, it officially transitioned from the Village of Bee Cave to the City of Bee Cave, and in 2013, voters approved a Home Rule Charter, granting the city greater local authority and flexibility to meet the needs of a growing community.

Today, Bee Cave operates under a Council-Manager form of government. The City Council sets policy and strategic direction for the City and is comprised of a Mayor and five Council Members that are elected to staggered two-year terms. The City Manager, appointed by the Council, is responsible for the day-to-day administration of city operations and implements Council's priorities.

Mission Statement

Our mission is to preserve and enhance the quality of life of citizens with a commitment to the highest standards in public and private services. We offer a healthy balance of retail and office business with great residential neighborhoods and an abundance of outdoor recreation. We strive to be unique with a balanced and progressive vision for future development and growth, in an inclusive and environmentally responsible manner. We embrace our Hill Country heritage trading and living with small-town values in an urban sub-rural setting.





The Position

The Director of Parks and Public Works provides strategic leadership and hands-on operational oversight for the City's Parks and Public Works Department. Reporting directly to the City Manager, this position is responsible for the planning, management, and maintenance of critical public assets including streets, public facilities, parks, and public spaces. The Director leads day-to-day departmental operations, oversees staff and resources, manages budgets and contracts, and ensures work is completed safely, efficiently, and in alignment with City standards and regulatory requirements. This role also serves as a key point of contact for community concerns, capital improvement initiatives, and long-term planning efforts that strengthen infrastructure and enhance overall quality of life for residents.

Education and Experience

Qualified applicants will possess a Bachelor's degree from an accredited college or university in construction management, engineering, public administration, park management, or a closely related field, along with a minimum of five (5) years of progressively responsible experience in public works, including street paving and maintenance. Candidates must also demonstrate significant knowledge of municipal operating and administrative practices, as well as the ability to train and support staff in the consistent application of City policies. An equivalent combination of education and experience may be considered.

The Ideal Candidate

The ideal candidate will be a seasoned municipal leader who combines strong technical knowledge of public works operations with a community-minded approach to parks and public spaces. This individual will bring demonstrated experience in street paving and maintenance, infrastructure oversight, engineering plan interpretation, and capital project management, along with the ability to develop and implement both short- and long-term departmental goals. A successful candidate will be comfortable managing complex priorities, balancing daily operational demands with long-range planning, fiscal accountability, and continuous service improvement, while maintaining exceptional attention to safety, compliance, and service delivery.

The ideal candidate will be politically savvy and comfortable operating in a public environment that includes evolving priorities and competing stakeholder expectations. This person will be an excellent communicator with strong public speaking skills, able to represent the department in community meetings and public hearings, prepare clear reports and recommendations, and handle citizen inquiries with diplomacy and tact. Experience with grant development, negotiation, monitoring, and evaluation is highly valued, along with the ability to build strong working relationships across City leadership, departments, contractors, and community partners.



Duties and Responsibilities

- Responsible for the overall day-to-day management and leadership of the department. By managing assigned operations to achieve departmental goals within available resources, planning and organizing daily workloads, reviewing progress, and making changes as needed.
- Develop, implement, and oversee the short- and long-term goals, objectives, policies, and procedures of the department including strategic plans.
- Responsible for the oversight and administration of the city's parks and public spaces including the management of the City's parks, streets, and facilities.
- Develop procedures for emergency callouts and services to maintain public safety and infrastructure.
- Manage the maintenance and procurement of the department's equipment and fleet.
- Prepare and administer the department's budget, performing cost-control activities, and monitoring revenues and expenditures to ensure sound fiscal control.
- Manage contracts related to public works, including parks and facilities, projects, and services. This includes overseeing major capital projects from conception to completion, which involves scoping projects, managing project timelines and budgets, and coordinating with contractors and engineers.
- Manage the development, negotiation, and monitoring of grants for various projects.
- Ensure the city complies with federal, state, and local environmental and public safety regulations, and all labor laws.
- Represent the department by attending and participating in community meetings, committees, and boards.
- Respond to and resolve citizen inquiries and complaints and interpret City policy for various community groups and citizens.
- Assist in critical tasks during emergencies, including inclement weather, to ensure the safety of citizens and staff and the continuation of essential services.

Knowledge, Skills, and Abilities

- Thorough understanding of the principles, practices, and procedures of public administration, including local, state, and federal laws, codes, and regulations.
- Knowledge of municipal government functions, organizational structures, and interdepartmental relationships.
- Familiarity with the design, construction, and maintenance of public works assets such as streets, parks, and public buildings.
- Knowledge of project management principles, including contract administration, construction oversight, and bid preparation.
- Extensive knowledge of the principles and methods of parks and recreation planning, development, and administration.
- Familiarity with the maintenance and use of parks and facilities, including buildings, trails, and open spaces.
- Understanding of public use policies, facility reservations, and special event management.
- Expertise in municipal budget preparation, administration, and fiscal control.
- Knowledge of cost control activities, revenue monitoring, and long-range capital improvement planning.
- Ability to communicate effectively with a wide range of audiences, including elected officials, department staff, other agencies, and the public.
- Ability to perform cost control activities and ensure the effective and efficient use of departmental resources.



Salary

The City of Bee Cave is offering a salary range between \$120,000 - \$150,000, commensurate with experience, and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com
Reference: BEECAVEDPPW

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