



**DIRECTOR OF PARKS  
AND RECREATION**  
Town of Addison, TX

# The Community

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.

## Government

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.

## Addison Core Values

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 successful candidate will exemplify these values and vision for the future of the organization by setting the tone for employees.





## Parks and Recreation Department

The Addison Parks and Recreation Department is responsible for providing high-quality parks, public spaces, programs, facilities, and events, that enhance the quality of life for residents and visitors. The department oversees parks and open spaces, landscaping and beautification, trail systems, the Addison Athletic Club, recreation and fitness programs, community events, and capital improvement projects related to parks and recreation facilities. The department plays a major role in maintaining the Town's public spaces and supporting Addison's reputation as a vibrant, active, and destination-oriented community.

The department also oversees public spaces used for concerts and festivals which play a significant role in Addison's identity as an entertainment and destination community. The department is heavily involved in planning and supporting Addison's signature special events, including Kaboom Town! and Oktoberfest, which attract thousands of visitors each year and are an important part of the Town's identity and tourism economy. The department works closely with other Town departments, community partners, and event organizers to ensure these events and programs are successful, well-coordinated, and continue to enhance the Town's parks, facilities, and community experience.



## The Position

The Director of Parks and Recreation reports to a Deputy City Manager and serves as the strategic and operational leader of the Town's Parks and Recreation Department. The Director is responsible for overseeing department operations, including parks and facilities, landscaping and beautification, the Addison Athletic Club, recreation programs and community events. The Director develops department goals and priorities, manages the department budget, oversees staff and operations, and ensures that programs, services, and facilities align with the Town's vision and enhance quality of life for residents and visitors.

This position works closely with Town leadership, elected officials, community partners, and residents to plan for future parks and recreation needs, guide capital projects, and ensure the department continues to deliver high-quality programs, events, and public spaces. The Director plays a key role in long-range planning, community engagement, and maintaining Addison's reputation as a vibrant, active, and well-maintained community.

# Duties and Responsibilities

- Provides direction and vision to assigned staff in the operation of the Parks and Recreation Department; makes decisions regarding personnel-related matters to include, hiring, training, directing, evaluating, disciplining, and terminating.
- Promotes Parks and Recreation services, programs, and activities through community and public events.
- Attends City Council and community meetings as needed to represent the interests of the Parks and Recreation Department and to coordinate Parks and Recreation programs, activities, and expansion.
- Interacts with public and private organizations, Town departments and staff, and Town residents in the long- and short-term planning, development, and delivery of Parks and Recreation programs, services, activities, and facilities.
- Oversees and assists assigned staff with administrative duties in the daily operation and management of Parks and Recreation divisions.
- Presents status reports to Town management and City Council and assures effective communication of operational and technical issues; assures all operational, legal, technical, and financial issues are properly addressed and resolved; interprets and explains federal and state rules and regulations; assures Department's activities are in compliance with all laws, regulations, and quality and safety standards.
- Collaborates with stakeholders for successful capital improvement projects.
- Prepares and administers department budgets for all divisions; delivers presentations to Council to justify budget expenses, requests additional funding, and presents agenda items related to the department.
- Sets department goals and objectives; establishes priorities, deadlines, and standards; evaluates progress and determines corrective course of action as appropriate.
- Prepares or directs the preparation of various reports, surveys, and research projects.
- Maintains professional correspondence with elected officials, Town employees, consultants, and the public.
- Manages the department through effective planning, staff management, and fiscal management; researches, evaluates, and implements policies and procedures to meet Town goals.
- Serves as the principal advisor to the Town on Parks and Recreation projects, programs, and technical issues; develops and directs strategies to meet goals and objectives; interprets concerns, defines desired results, develops solutions, and determines scope and priorities of projects.
- Responds to and resolves complaints, concerns, and questions regarding the Parks and Recreation Department programs, facilities, vision, policies, and procedures.
- Provides leadership, direction, and guidance in operational strategies; determines department priorities and resource requirements.
- Analyzes operational information, evaluates trends, and develops plans with other Town departments to achieve future goals and growth objectives; assures department, program goals, and standards are defined, attained, and congruent with Town goals.
- 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.

# Education and Experience

Qualified applicants will possess a Bachelor's degree from an accredited college or university in Parks and Recreation Management, Public or Business Administration, or related field and at least seven (7) years of experience parks and recreation experience, which includes five (5) years of previous supervisory experience. A Master's degree in Parks and Recreation Management, Public or Business Administration, or related field and/or a State of Texas Registered Landscape Architect designation or Certified Parks and Recreation Professional is preferred. An equivalent combination of education and experience may be considered.

## The Ideal Candidate

The ideal candidate should be an experienced and collaborative leader who understands 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 leading a diverse department that includes recreation programming, facilities, landscaping, beautification, , and major community events.

The Town is seeking a highly engaged and visible leader who embraces community events, activates public spaces, and supports the use of parks and facilities as gathering places for residents and visitors. The ideal candidate should have a customer service mindset and a balanced approach to policies and operations, recognizing that parks and public spaces are meant to be enjoyed and experienced by the community. This individual should be approachable, collaborative, and comfortable working in a very public-facing role that includes community events, festivals, and programming.

The ideal candidate should also be an effective communicator who works well with staff, Town leadership, elected officials, and the community. They should be organized, forward-thinking, and are able to successfully manage people, budgets, projects, and departmental operations while planning for future re-development , facility enhancements, and community amenities.



# Salary

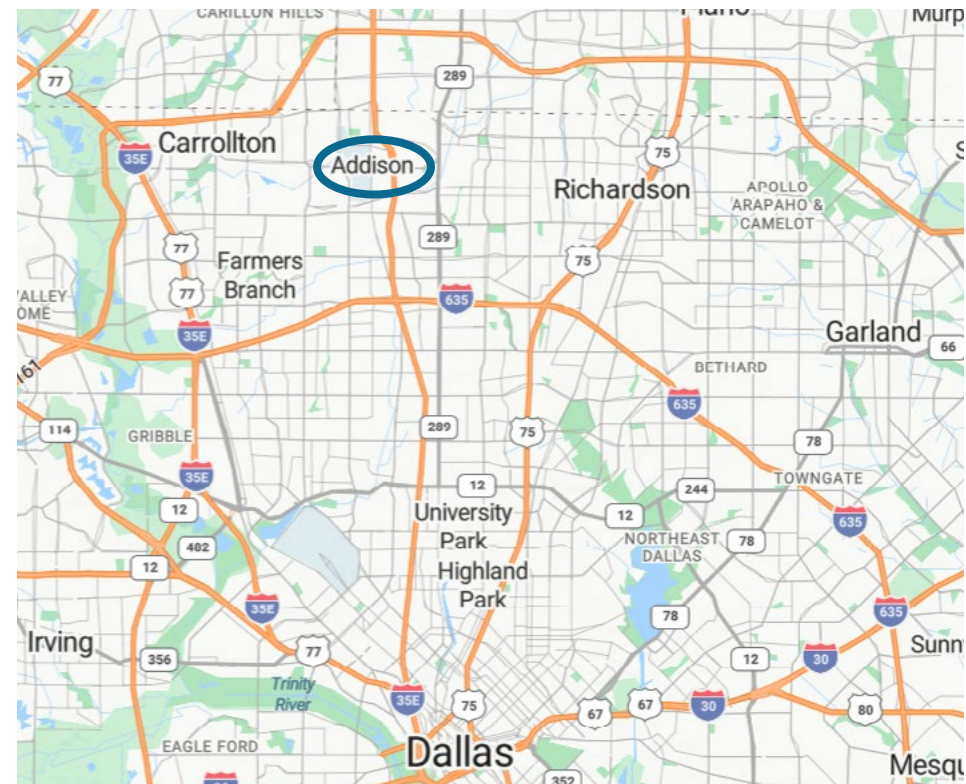
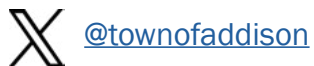
The Town of Addison is offering a salary range starting at \$170,000, commensurate with experience, and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

# How to Apply

Interested applicants should forward a cover letter and resume to:

[resumes@affionpublic.com](mailto:resumes@affionpublic.com)  
Reference: ADDISON DPR

Affion Public  
PO Box 794  
Hershey, PA 17033  
717-214-4922  
[www.affionpublic.com](http://www.affionpublic.com)



*The Town of Addison is an Equal Employment Opportunity Employer.*