



DIRECTOR OF PARKS AND RECREATION

City of **Burleson, Texas**

Recruitment Services Provided By





The Opportunity

The City of Burleson, Texas, is seeking an innovative detail-oriented leader to serve as its next Director of Parks and Recreation—a rare opportunity to shape the future of one of North Texas's fastest-growing and most vibrant communities. This executive role offers the chance to lead a dynamic department dedicated to enhancing quality of life through exceptional parks, trails, recreation programs, special events, and community spaces that bring residents together. Working alongside an engaged City leadership team and a supportive City Council, the next Director will guide strategic investments, champion innovative programming, and oversee the continued development of amenities that reflect Burleson's commitment to healthy living, economic vitality, and community pride. This is an ideal opportunity for a forward-thinking parks and recreation professional who is passionate about creating lasting community impact while helping define the next chapter of a city on the rise.

About Burleson

Located on the southern edge of the flourishing Dallas-Fort Worth metroplex, the City of Burleson has an estimated population of over 56,000 residents in 28 square miles. Burleson has been progressive in attracting businesses for economic development to diversify its tax base and by establishing development agreements within its extraterritorial jurisdiction to strategically manage growth outside its current borders.

The City of Burleson's family-oriented environment, outstanding schools, plentiful and affordable land, and rolling hills have made it a desirable community to live, work, and play. Burleson residents have placed a high value on nature and recreation with over twenty parks encompassing over 550 acres. The school districts serving Burleson consistently outperform state and national averages in college entrance exam scores, and its quality of life is further enhanced by a very low crime rate.





City Government

The City of Burleson operates under a Council-City Manager form of government. Citizens are represented on the City Council by the mayor and six council members, all elected at large to serve 3-year terms without limits. The Council is responsible for policy-making and general oversight and appoints the City Manager to conduct daily operations through a professional staff in accordance with the law and appropriate procedures. The City Council also appoints a City Attorney, a City Secretary, and a Municipal Judge.

The City Manager leads the provision of a full slate of municipal services, carried out by approximately 435 full-time employees and a current adopted FY 25-26 all-funds budget of \$264 million. Services are delivered through 13 municipal departments.

The Parks and Recreation Department

The Burleson Parks and Recreation Department delivers exceptional experiences to its community through quality public spaces, trails, and recreational opportunities. The department's vision is to have a meaningful impact that enriches everyday lives through parks and recreation. The parks in Burleson significantly elevate the quality of life in the city by offering a diverse range of active and passive recreational opportunities. These spaces provide venues to enjoy nature, engage in physical activities, and foster community connections. The Parks and Recreation Department is committed to operational excellence, ensuring parks and associated facilities are safe, clean, and well-maintained. Key elements of the Burleson Parks and Recreation Department offerings include:

- **The Burleson Recreation Center (BRiCk)** - The Burleson Recreation Center is a cornerstone of the City's recreational offerings, featuring fitness, aquatics, athletics, and a variety of programs for both members and visitors. The center includes a splash pad that provides a free aquatic play environment for everyone.
- **Athletic Fields** – Burleson's athletic programs cater to diverse needs with adult leagues, specialized clinics, introductory sports education, and partnerships with youth associations. These collaborations offer a wide range of sports opportunities across three sports complexes: Chisenhall, Bartlett Soccer Complex, and soon to be constructed Burleson Legacy Park..

- **Golf** – The Hidden Creek Golf Course is Burleson's municipal golf facility, featuring a full-scale operation with a pro shop and restaurant. Its goal is to provide a premier 18-hole golf experience for the Burleson community and golf enthusiasts. The course also contributes to the local economy through tournaments and serves as a tourist attraction for the North Texas region.
- **Special Events** – The Special Events & Programs Division aims to unite the community through a diverse array of events, from family-oriented activities to cultural celebrations. This division's goal is to balance community needs and interests with programs in camps, athletics, nutrition, special needs, community achievements, and collaborations with businesses, non-profits, civic organizations, and school districts.
- **Russell Farm** – The Russell Farm Art Center offers a unique experience through its historic farm and art center. Visitors can explore facilities dating back to 1877, create art, attend events or programs, or simply enjoy a peaceful retreat amid the animals and country landscape.
- **Volunteer Program** – Volunteers play a crucial role in every program, park, and event hosted by the Parks and Recreation Department. The department manages volunteers, adopt-a-spot programs, beautification agreements, and partnerships with Keep Burleson Beautiful to enhance all initiatives and spaces.



The Parks and Recreation Department is led by the Director of Parks and Recreation, who is supported by two Deputy Directors. The Director has a total of 5 direct reports, and the department's current overall staffing allocation consists of 56 full-time employees and up to 100 additional part-time/seasonal staff. The current General Fund budget for the Parks and Recreation Department is \$1.94 million, and additional department funding sources include a Special Revenue Fund (4B Fund) of \$10.3 million, the Chisenhall Fund of \$2.35 million, the Bartlett Park Soccer Complex fund of \$260,000 and an Enterprise Fund (Golf Course) of \$3.6 million.

\$ 10.3M
4B Fund Budget

56FTE
Employees



The Position

The Director of Parks and Recreation reports to a Deputy City Manager and is responsible for directing, planning, managing, and reviewing the activities and operations of all divisions in the Parks and Recreation Department including the operations, administration, budget, planning and maintenance, services, customer service, special events and programming. The Director is additionally responsible for leading, developing and stewarding the parks and recreation team consistent with organization and community objectives. Primary responsibilities include:

- Overseeing implementation of the Park Master Plan, including strategic oversight and execution of the capital improvement plan for the city's park system.
- Preparing and administering the departmental budget, including operation and capital improvements; forecasting funding needs and administering budgetary decisions; assuring that assigned areas of responsibility are performed within budget; performing cost control activities, and monitoring revenues and expenditures to assure sound fiscal control; preparing annual budget requests and reports; and responsibility for general fund, special funds, and 4B sales tax budget expenditures and revenue projections pertaining to assigned areas of responsibility.

- Developing a strategic plan to implement the City's vision; coordinating activities with various other departments within the City organization; working with the public, special interest groups, outside agencies and various boards, commissions, and City Council for development of the vision.
- Directing, overseeing, and participating in the development of the department's work and maintenance plans for all areas, projects, and programs; monitoring workflow; reviewing and evaluating work products, methods and procedures.
- Recommending park planning and projects in coordination with the Capital Engineering team.
- Responding to and resolving difficult and sensitive citizen inquiries and complaints.
- Serving as the department liaison with City boards, commissions, associations, City Council, and other citizens or citizen groups by planning and attending meetings and responding as needed to members; and developing and presenting reports, presentations, and other data or information requests.

The Ideal Candidate

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

- A creative thinker who approaches parks and recreation projects, facilities, and services through a lens of innovation and stellar community service.
- In addition to parks and recreation experience, the City seeks an honest, transparent, and effective leader and relationship builder with strong interpersonal skills, a well-defined commitment to safety and attention to detail, and a commitment to following through on commitments. Accountability is essential.
- While the capital program is administered by another City department, the next Director will be knowledgeable and able to manage the Capital Improvement Program (CIP) associated with parks, facilities, etc.
- Demonstrated experience in establishing procedures for maintenance and operations, along with ensuring that those procedures are carried out effectively in the community to enhance the community experience and minimize risk.
- The ability to build and manage budgets is a very important aspect of this role.
- A relationship builder who can build upon the strong culture in the Parks and Recreation Department and broader City organization.





Qualifications

Any combination of education and experience that would provide the required knowledge, skills, and abilities is considered qualifying. The most qualified candidates will possess the following:

Education: A Bachelor's degree with major coursework in parks and recreation, public administration, business administration, or related field. A Master's degree is preferred.

Experience: Ten (10) plus years of progressively responsible related experience with a minimum of three (3) years in management is required. Senior level management experience is preferred.

Certificates and additional knowledge/experience requirements:

- Experience in park facilities planning and design, as well as developing, planning, implementing, and facilitating recreational programming is required.
- Knowledge of parks maintenance, general facilities maintenance, including recreation centers and aquatics is required.
- Given Burleson's dedication to park inclusivity, knowledge and experience in this important area is strongly desired.
- Knowledge of National Recreation and Park Association's (NRPA) Commission for Accreditation of Park and Recreation Agencies (CAPRA) is preferred.
- Certified Park and Recreation Professional (CPRP) is preferred.

Salary & Benefits

The salary range for the Director of Parks and Recreation is **\$150,000 to \$190,000**, with placement in the range dependent on the qualifications and experience of the selected candidate. In addition, the City offers an excellent benefit package as outlined below. Key benefits include:

- **Retirement:** Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 match by the City of Burleson is provided. Burleson also participates in Social Security and has a 457(k) deferred compensation option currently available through VOYA Financial.
- **Insurance:** The City provides excellent insurance benefits for employees including two health plan options, and dental and vision coverage. Additionally, life insurance, long-term disability, and an Employee Assistance Program are provided by the City. Employees also have the option to purchase short-term disability and additional life insurance for themselves and their dependents.
- **Leave:** The selected candidate will receive vacation and sick leave, paid holidays, a personal day, two wellness days and paid parental leave, provided the criteria are met.
- **Special Stipends:** An auto allowance and cell phone allowance are provided by the City.
- **Relocation Assistance:** Relocation assistance is available subject to negotiation with the ideal candidate, if necessary.





Application & Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé online. Candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong pool of stellar candidates has been established. Apply at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | bryan@mosaicpublic.com | (916) 550-4100.

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

The City of Burleson is an Equal Opportunity Employer.

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