

City of Alamo

Notice is hereby given that the City of Alamo is accepting job applications for the following position:

Parks & Recreation Director

Salaried position requiring strong initiative, and sound organizational skills. Director works in conjunction with sports-oriented / community civic organizations. Position requires mature and professional judgment, tact and people skills. Must be able to plan, meet deadlines, resourceful, efficient, detail oriented, bilingual preferred, thorough understanding and knowledge of Parks & Recreation management.

Director will also supervise Parks personnel / Summer Programs

Reporting of activities, monitor budgets, expenditures, accountability, purchases /inventories. Maintains accurate records, communicate effectively with citizens, elected/ appointed officials, general public, City officials, and City departments.

High school diploma or G.E.D. certificate, four-year college degree in Park Management preferable, or related field minimum of three (3) years combination with a minimum of five (5) years of administrative municipal experience and college training. Must have a valid Texas Driver's license with a satisfactory driving record.

Applications can be obtained at the Alamo City Hall located at located at 420 N. Tower Rd. Alamo, TX 78516 and they are also available on the City's website at www.alamotexas.org.

A copy of the complete job description is on file for review.

Questions or additional information

Any questions or additional information can be referred to Alicia Cano, Human Resources Director at 956-787-0006

Deadline to Submit Applications:

October 5, 2022 @ 5:00PM

City of Alamo is an Equal Opportunity Employer