

Comal County Water Oriented Recreation District (WORD)

Job Posting – Assistant Manager, WORD of Comal County

Closing Date: April 20, 2018

Instructions to apply:

Submit the following to WORD of Comal County via email : Mike@wordcc.com **or** Mail: PO Box 2789, Canyon Lake, TX 78133, **or** In-person at 1928 FM 2673, Canyon Lake, TX 78133:

- 1 – Cover letter
- 2 – Resume & Curriculum Vitae (CV)
- 3 – List of three professional references that are willing to be contacted

All applications will be reviewed and candidates will be selected for interviews. Applications that are incomplete or containing errors will not be considered.

Applicants must be able to prove employment eligibility, able to pass a criminal background check and credit check.

Relocation stipend may be available for out of state applicants.

WORD of Comal County is an Equal Opportunity Employer.

**Comal County
Water Oriented Recreation District
Job Description**

Job Title: Assistant Manager
Salary: Minimum \$48,000 Dependent on qualifications and ability
Hours: Variable – Minimum M-F 8:30 AM – 5:00 PM, summer weekend work required.
Reports To: Water Oriented Recreation District (WORD) General Manager
Location: Canyon Lake, TX
FLSA Status: Salaried – Exempt
Benefits offered: Paid Vacation, Medical, Dental, Vision, Sick Time, Bereavement & FMLA Leave, Retirement Match

SUMMARY

Responsible for oversight of a parks and recreation special district with taxing and legislative authority, encompassing over 30 miles of the Guadalupe River and Canyon Lake and the surrounding areas within Comal County at the direction of the General Manager. Supervises seasonal and contract personnel.

The successful candidate will have a host of variable skills and abilities. This position mixes office and field work and has both physical requirements and creative/organizational requirements. In addition, interpersonal and communication skills are imperative.

SUPERVISION RECEIVED

Works under direct supervision of the GM. May also receive supervision and direction from the WORD Board member serving as Personnel Director or the entire WORD Board of Directors, as the result of Board decision.

SPECIFIC DUTIES:

Contract compliance and oversight field work
Maintain files, mail merges, all records.
Front line communication via phone and email with WORD permit holders, governmental entities, and the general public.
Plan special events that promote community involvement, including at least one major event (2,000 people) per year.

Driving throughout District to oversee contracts and activity and to deliver signage, bags, etc.
Research, track, and enforce business tax compliance.
Oversee all WORD services including flood sirens, health & sanitation contractors.
Serve as liaison with community organizations
Serve as webmaster for content and format of website and manage social media.
Design brochures and newsletters
Cross training in Management and Tax Administration.
Extensive weekend work required.

GENERAL DUTIES

1. Working at the discretion of the GM to promote a healthy relationship among Comal County residents, business owners, visitors/tourists, and the general public through education and providing a positive environment.
2. Carrying out policies, directives, and mandates of the Board as directed by the GM.
3. Attendance and input on any standing and specially appointed committees and Board meetings of the District to ensure knowledge of all WORD matters.
4. Create and implement special programs and projects to achieve objectives of the District.
5. Promotion of environmental and natural resource sensitivity.
6. Performing such other duties and functions as required by the needs of the district as directed by the manager or established by the Board of Directors.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position or is assigned by the GM, Board, or Committee Chair.

QUALIFICATIONS

Education: A Bachelor's Degree or higher is required. Recreation Management or Public Administration preferred.

Experience - REQUIRED SKILLS

Experience in an office setting
Computer proficiency/mastery in Microsoft Office Suite (Word, Excel, Publisher, etc.)
Outdoor recreation knowledge and ability. (e.g. swimming, kayaking, fishing, general boat & water safety)
Excellent oral and written communication skills
Quickbooks / bookkeeping experience preferred
Experience in event planning and operation
Experience with social media.

Other required qualifications:

Physical: Must be able to perform strenuous work in the outdoors under all weather conditions for extended time periods, which may include standing/walking/hiking, climbing/balancing, stooping/kneeling, kayaking/rafting/canoeing/boating/swimming, crouching/crawling, and lifting/moving up to 50 pounds.

Ability to swim across the river or equivalent distance in a swimming pool (not required if applicant is lifeguard certified by Red Cross, EMS, or White Water Rescue - must produce current certification).

Language: Ability to read, write, and understand the English language.

Math: Ability to add, subtract, multiply, divide, and calculate percentages.

Reasoning: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

The successful candidate will combine a love for the outdoors and water activities with the ability to professionally manage personnel, work with tax administration, plan large events, and handle all potential duties associated with running an office and Governmental entity.

CERTIFICATES, LICENSES, REGISTRATION

1. A valid Texas driver's license or ability to obtain and safe driving record.

THIS JOB DESCRIPTION IS NOT A CONTRACT OF EMPLOYMENT. ALL EMPLOYEES OF WORD ARE EMPLOYEES AT WILL. THE BOARD OF DIRECTORS OF WORD RETAINS THE RIGHT TO MODIFY OR AMEND THIS JOB DESCRIPTION AT ANY TIME.