



CITY OF KYLE

An Equal Opportunity Employer
POSITION DESCRIPTION

#TeamKyle Core Values: *Knowledge, Yes-Attitude, Leading Edge and Employee Accountability*

Position: ***Parks & Recreation Board***

GENERAL STATEMENT:

The City of Kyle Parks and Recreation Board shall function in an advisory capacity to the council, shall study and recommend options related to the parks and recreation functions. The Board involves the citizens in the process of planning, development and programs related to the parks and recreation functions within the City and is a vital and necessary component of a developing program and facilities. The parks and recreation board is to recommend a comprehensive plan that shall address the city's park and recreation needs as a whole and each park within the system individually and present said plan to the city council for approval. In the development of the master plan, the parks and recreation board shall employ all reasonable means to solicit input from the general public, including but not limited to the formation of a citizen advisory board appointed by the mayor and council. Once approved by the city council, the master plan may not be altered without the formal consent of the council. The parks and recreation board, through the parks and recreation director, is to present annual reports on the status of each park, and the master plan as a whole, on an annual basis.

ROLES AND RESPONSIBILITIES:

- Responsible for providing the Parks and Recreation Director with advice and recommendations on all policies, rules and regulations relating to public parks and recreation programs.
- The Director shall have the power to develop and propose to the City Council rules and regulations for the proper conduct of public recreation for the city. Such rules and regulations shall become in effect upon adoption of the City Council as provided by law.
- The Parks and Recreation Board may act as a public forum for citizens to address concerns over city parks and recreation activities, including the comprehensive master plan.
- The Parks and Recreation Board shall provide advisory oversight of public playgrounds, athletic fields, recreation centers and other facilities and activities on property owned or controlled by the city and designed as a public park, or on other properties with the consent of the owners and authorities thereof. It shall have the responsibility to recommend any form of recreation activity that will employ the leisure time of the people in a constructive and wholesome manner.
- The Parks and Recreation Board shall assist the City Council as needed or requested. Under

certain circumstances and when deemed appropriate by the City Manager and/or Parks and Recreation Director, the Parks and Recreation Board may review requests for permits and make a recommendation to the City Council relative to said requests for use and/or reservation of city parks or city park facilities.

Must exemplify the Team Kyle Core Roles as a Volunteer by:

- **Knowledge** – Knowledgeable in all aspects of job and City operations; maintains high quality of work; follows health and safety guidelines.
- **Yes-Attitude** – Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.
- **Leading Edge** – Continually looking for areas to improve upon; decisive and adaptive; supports new ideas; a driver for change. Innovative
- **Employee Accountability** -Actively seeks and gives performance feedback in order to determine developmental opportunities; uses feedback as an opportunity for continuous improvement.

COMMISSION TERMS:

The Parks and Recreation Board consists of seven members serving two-year terms. The members of the Parks and Recreation Board are appointed by the Council and serve without compensation. In making appointments to the Commission, the Council shall seek to ensure broad representation and expertise among the membership.

BOARD MEMBER QUALIFICATIONS:

An individual shall not be eligible for appointment to a board or commission unless the individual meets the following qualifications on the day prior to the date of appointment: (1) be at least 18 years of age; (2) be a citizen of the United States; (3) have been a resident of the State of Texas for at least 6 consecutive months; (4) and not be delinquent on any indebtedness to the city. An appointee may not be a city employee. Specific residency requirements to serve on each board and commission must be contained in the board or commission bylaws and shall be approved by the city council. If any appointee ceases to possess any of these qualifications, such position to which the appointee was appointed shall, upon such fact being determined by the council, immediately become vacant.

ATTENDANCE:

Unexcused Absences - If a member of a board is absent for three regular consecutive meetings, the regular member office will be considered vacant unless the member is sick or has first obtained a leave of absence from the majority of the Commission members present at a regular meeting. The Commission shall decide whether the member qualifies for three consecutive unexcused absences.