

- **Assistant Park Manager, Quintana Beach County Park**

- **Brazoria County Parks Department** is growing and thriving in Southeast Texas, and features 10 recreational park sites, one historic site, more than 20 boat ramp facilities and some 14 miles of public beach along the Gulf of Mexico. The region also boasts diverse wildlife and landscapes such as Columbia Bottomland forests, rivers, bays and estuaries, and a dedicated, professional team of employees.
- **Quintana Beach County Park:** Quintana is a 52-acre park and campground set along the beachfront shores of the Texas Gulf Coast. The park features full-hookup RV sites, cabins available for rent, a ½-mile pedestrian beach, several picnic pavilions, playgrounds, hiking trail, large lighted fishing pier, access to the Quintana Jetty, and a park office and store complex. Quintana also manages a Xeriscape park, an approximately 5-acre day-use nature preserve adjacent to Quintana Park with boardwalks, trails, benches, bird viewing areas, and other features.
- **Park Location:** Quintana Beach County Park is located on the Gulf of Mexico in the southern portion of Brazoria County, just off of County Road 723 on Quintana Island, south of the city of Freeport.
- **Basic Job Description:** The successful candidate for Quintana Park Assistant Manager will perform the following duties:
 - During the absence of the Park Superintendent, the Asst Manager will be responsible for general oversight of this public recreational park and campground site, managing park employees, work schedules and timesheets, park operations, community relations, park hosts, and serving in a leadership role in most all capacities on behalf of/in lieu of the Park Superintendent.
 - Functionally, in most all other ways this role will be considered the senior lead ranger position, performing all day-to-day operational duties of park maintenance, mowing / weedeating, coordinating campsite and cabin reservations, litter pickup, cleaning restrooms, cabins and picnic pavilions, etc., and minor repairs to facilities and grounds as needed.
 - Additionally, this position must have basic knowledge of general park operations, interpretive and outreach programs, wildlife and fisheries management, public/outreach events, etc., and be able to interact with park visitors and staff in a friendly and professional manner.
 - Basic knowledge of power equipment such as tractors, riding lawnmowers, weed eaters, power tools and hand tools required; previous experience as a park ranger is highly desired, and expertise in regional flora (plants) and fauna (wildlife), marine/coastal ecosystems, birding, saltwater fishing and boating, small engine repair, lawn care, facility maintenance, etc., is a plus.
 - Occasional travel to Park HQ in Angleton, and other county park locations and park functions is required.
 - Position requires basic computer knowledge, such as use of email and Web sites, and ability/willingness to learn campsite reservation software, customer check-in procedure, office fiscal management protocols, etc.
 - Position may also help manage probationer and community service workers while they are on site in the park to assist with park maintenance, etc.
 - Employee must be willing to work non-traditional schedule such as four 10-hour days if needed, weekends, holidays, special events and occasional evenings, and comply with all Brazoria County policies such as a uniform dress code, background check and drug test.

- Other duties may also be assigned by the Park Superintendent, and/or Parks Dept. senior staff, such as Parks Lead Maintenance Foreman, Parks Deputy Director, Parks Director or designee.
- **Salary range:** this position is a Grade 34, with pay range depending on qualifications and experience; insurance, holidays and benefits package are included for this full-time, 40-hour per week, supervisory position.
- **Supervisor:** Quintana Beach County Park Assistant Manager position reports directly to Quintana Beach County Park Superintendent.
- **Qualifications:** High school diploma or G.E.D. required; stronger consideration will be given to those with park ranger or interpreter experience, and/or those with at least 2 years of experience working with a parks, recreation, wildlife or fisheries agency, or public works department. College coursework in parks and recreation, wildlife/fisheries management, Texas Master Naturalist, marine biology or any related field is also considered a plus.
- **Available date:** *position vacant until filled.*