

October 22, 2010

Mr. Brandon Wade  
City of Pflugerville  
P.O. Box 589  
Pflugerville, TX. 78691

Dear Mr. Wade,

I am excited about the opportunity to apply for the Parks and Recreation Director position with the City of Pflugerville. I am confident you will find that my experience and dedication to the field of parks and recreation will fulfill the requirements of the position.

Pflugerville is located in the heart of the fastest growing region of Central Texas. The City deserves a leader for its Parks and Recreation Department that is capable of keeping up with that growth. Someone who is professional, innovative, committed, devoted to the City, the parks and recreation field, and to the staff of the Parks and Recreation Department.

During the interim period I have lead the Department in a new direction, accomplishing much in a short time:

- ❖ Implemented a new department vision, one of higher standards in; professionalism, customer service, accountability, responsiveness, efficiency, and leadership.
- ❖ Developed a comprehensive Department Operations Manual.
- ❖ Worked collaboratively with Parks Maintenance Supervisor to develop a Park Maintenance Operations Manual.
- ❖ Implemented a parks maintenance project management system.
- ❖ Implemented a department project and goals management system.
- ❖ Initiated development of a new strategic CIP planning process for the department.
- ❖ Completed formatting and editing comments of the Parks and Recreation Open Space Master Plan.
- ❖ Developed department recommendations for City's athletic field lighting ordinance.
- ❖ Presented public use of park land permit and procedures to Commission and Council.
- ❖ Initiated budget reallocation process for needed repairs at Mentzer pool.
- ❖ Began process of identifying park and trail improvements, development needs, and gaps in the system.

I believe my vision and leadership will take the Department to new heights making it not only one of the leading parks and recreation department's in the Central Texas area but in the State as well.

I look forward to discussing my qualifications with you further and welcome the opportunity to lead the City of Pflugerville's Parks and Reaction Department.

Sincerely,

Amy C. Atkins

# Amy C. Atkins

## PROFESSIONAL EXPERIENCE:

October 1998 to Present

City of Pflugerville

Pflugerville, Texas

### *Assistant Director of Parks and Recreation*

- ❖ Assist with the development and implementation of a 2.9 million dollar annual operating budget. Providing long and short range strategic planning for parks, trails, programming, staffing, CIP, and master planned facilities.
- ❖ Assist the Director with the operation, administration, management, and planning of the department which currently includes an inventory of; 530 acres of parkland, 280 acres of open space, 183 acre lake, 27 miles of trail, 26 parks with various amenities, 18 sport fields, 3 swimming pools, 1 recreation center, 1 senior activity center, and 1 heritage museum.
- ❖ Supervise and evaluate fifteen professional staff in the administration of athletics, aquatics, recreation, arborist, camps, clerical, and parks maintenance. Assessing program operations and addressing issues with creativity and innovation.
- ❖ Develop, implement, and evaluate department policy and procedures for effectiveness, efficiency, and needed updates.
- ❖ Worked in collaboration with consultants on the writing of Texas Parks and Wildlife and Lower Colorado River Authority grants awarded to the City resulting in a new recreation center, aquatics center, park facilities, and new lake park.
- ❖ Serve as department's grants writer. Responsible for the award of \$62,500 in grant money to the City, resulting in an upgraded weight room, renewable energy project, and neighborhood park improvement. (SECO, Community Development Corporation, and Texas Forest Service)
- ❖ Department's grant administrator of state and local grants. Performing the planning, development, implementation, submission, and reimbursement processes of each grant.
- ❖ Work in collaboration with staff and consultant to update the Park and Recreation Department's Open Space Master Plan which will be used to guide the department's CIP process.
- ❖ Develop, advertise, and administer department's RFP, SOQ, RFQ requests from inception to contract award and management.
- ❖ Work in conjunction with department director and consultant on renewable energy projects to benefit parks and facilities.
- ❖ Department liaison for the construction of new recreation and park facilities. Interacting daily with contractors, engineers, and architects to monitor facility progress, change orders, and developments according to construction plans and specifications.
- ❖ Worked with Parks Maintenance Supervisor to develop a comprehensive Parks Maintenance Operations Manual and coinciding database to track maintenance hours.
- ❖ Implement and develop policies, procedures, and City ordinance recommendations with appropriate vetting from staff, Parks and Recreation Commission, and City Council.
- ❖ Collaborate with school district, area cities, and county to provide programs and offer facilities to the community.
- ❖ Wrote Department's successful National Park Service application for National Recreation Trails.
- ❖ Develop, manage, and oversee the City's concessionaire contract.
- ❖ Developed CPR, First-aid, and AED employee training program for the City.
- ❖ Wrote the Department's winning applications for the Class V TRAPS Gold Medal Award of excellence. (2002, 2007)
- ❖ Responsible for the City's community-wide seasonal and special events throughout the year. Such events include; farmers market, Easter festival, arts and crafts show, and holiday festival.
- ❖ Serve as departmental liaison with City Boards, Commissions, Committees, and Council making presentations and proposals as necessary.
- ❖ Worked collaboratively with the City's HR Director to develop the City's Employee Wellness Program. Responsible for developing an operating plan, program incentives, criteria, and initial launch of the program. Schedule monthly education seminars and wellness classes, develop marketing campaign, evaluate and annually assess success of the program.
- ❖ Partnered collectively with citizens, city management, community organizations, vendors, media, and public to promote, organize, and stimulate good public relations within the community.
- ❖ Serve as race director of the City's annual 5k fun run. Responsible for the planning, budgeting, marketing, organizing, implementation and evaluation of the event.
- ❖ Work collaboratively with staff and committees on community programs such as; farmer's market, music in the park, community gardens, triathlon, and Deutschen Pfest.
- ❖ Integrated an updated recreation software system with online registration capabilities into the department to increase staff productivity, improve operations, and provide better customer service.
- ❖ Increased Senior Activity Center Membership from 25 members to over 230 and growing.

**PROFESSIONAL EXPERIENCE (CONTINUED):**

May 1997 to October 1998

Odem-Edroy Independent School District

Odem, Texas

***Director of Parks and Recreation***

- ❖ Developed an \$800,000 dollar annual operating budget. Providing long and short range strategic planning for community parks, recreation facilities, programs, special events, and staffing.
- ❖ Worked in collaboration with consultant on an outdoor Texas Parks and Wildlife grant awarded to the school district for new aquatics and park facilities.
- ❖ Department's grant administrator of the TPWD grants. Performing the planning, development, implementation, submission, and reimbursement processes of the grant.
- ❖ Responsible for developing the Parks and Recreation Department from the ground up including administration and management of all operational aspects of the department, as well as developing, implementing, and evaluating departmental policies and procedures.
- ❖ Supervised and evaluated professional staff of eleven in the administration of athletics, aquatics, recreation, camps, and parks maintenance to ensure a quality department.
- ❖ Initiated a community wide volunteer drive to help with the Texas Recreation and Parks Account outdoor grant in-kind project items.
- ❖ Department liaison for the construction of new pool, park, and trail facilities. Interacting daily with contractors, engineers, and architects to monitor facility progress, change orders, and developments to insure the project was within accepted planning, contracting, construction, and efficiency guidelines.
- ❖ Interact with citizens, city management, school district management, community organizations, vendors, media, and public to promote, organize, and stimulate good public relations within the community.
- ❖ Implemented community-wide special events, camp programs, and teen nights. Responsible for planning, budgeting, organizing, marketing, implementing and evaluating each event. This includes such things as obtaining necessary supplies, equipment, staff, volunteers, vendors, grants, and in-kind donations needed for each.
- ❖ Integrated swim lessons program into ISD curriculum for K-12 grades, teaching all students a life skill.
- ❖ Developed and managed contracts with vendors to insure the parks and recreation department could obtain needed supplies on a regular and timely basis.
- ❖ Implemented, assessed, and analyzed recreation programs such as NFL punt pass and kick, TAAF swim team, and other programs into the community.
- ❖ Serve as departmental liaison with ISD and City Boards, making presentations and proposals as necessary.

May 1996 to May 1997

City of Georgetown

Georgetown, Texas

***Recreation Coordinator***

- ❖ Assisted the Recreation Superintendent with City's community-wide seasonal and special events throughout the year. Planning, budgeting, organizing, implementing, marketing, and evaluating each event.
- ❖ Assisted with the writing of the Department's winning application for the Class V TRAPS Gold Medal Award of excellence. (1996)
- ❖ Assisted with the development of adult and children's programs offered at the recreation center.
- ❖ Processed recreation center memberships and class registrations. Answered multi-line phone and directed calls to appropriate individual. Provided customer service to citizens.
- ❖ Member of Department's team responsible for integrating an updated recreation software system into the Department to increase staff productivity, improve operations, and provide better customer service.
- ❖ Worked in conjunction with the DARE officers to host monthly teen nights.
- ❖ Interacted with citizens, city departments, city management, school district management, community organizations, vendors, media, and the public to promote, organize, and stimulate good relations within the community.
- ❖ Awarded the City's "Above and Beyond" award for the success of the Department's annual Cupid's Chase 5k.

**EDUCATION:** Texas State University San Marcos, Texas  
M.S. Recreation Leisure Services  
Southwest Texas State University San Marcos, Texas  
B.S. Recreational Administration

**CERTIFICATIONS:** Certified Playground Safety Inspector (CPSI)  
Certified Pool Operator (CPO)  
American Red Cross certified instructor: CPR, First Aid, and AED

**AWARDS:** Spotlight on a City Star- City of Georgetown, Texas -1997  
Outstanding Employee of the year-City of Pflugerville, Texas -2000  
Lifesaving-Award of Recognition-City of Pflugerville Texas -2004

**COMMUNITY INVOLVEMENT:** American Red Cross Volunteer instructor  
Special Olympics Volunteer  
American Cancer Society Volunteer-Relay for life

**PROFESSIONAL AFFILIATIONS:** Texas Recreation and Parks Society Member, institute site selection committee  
Region 5&7 workshop planning committee  
National Recreation and Parks Association Member  
Texas Public Pool Council Member  
Texas State University HPERD Guest Speaker

**REFERENCES:**

Dr. Michal Anne Lord Texas Recreation and Parks Society (Executive Director)  
P.O. Box 5188 Lago Vista, TX. 78645  
(512) 267-5550

Dr. Steve Awoniyi Texas State University HPER (Department Head/Professor)  
601 University San Marcos, TX. 78666  
(512) 245-1313

Mark Lord Texas Amateur Athletic Federation (Executive Director)  
P.O. Box 1789 Georgetown, TX. 78627  
(512) 863-9400

Kimberly Garrett City of Georgetown Parks and Recreation (Director)  
1101 N. College Georgetown, TX 78626  
(512) 930-3595

Jim Rodgers Williamson County Parks and Recreation (Director)  
350 Discovery Blvd Suite 207  
Cedar Park, Texas 78613  
(512) 260-4283

Kelly Schmidt Anderson Mill Limited District Parks and Recreation (Director)  
11500 El Salido Parkway Austin, TX. 78750  
(512) 258-4104

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[Return to Applicants](#)**Amy C Atkins**

Applicant ID: 4152395

**Date Applied: 10/22/2010**[Download Resume](#)**Personal Information**

First Name: Amy  
 Last Name: Atkins  
 Middle Initial: C  
 Address:  
 City:  
 State:  
 Zip:  
 Best Phone to Reach Me:  
 Home Phone:  
 Cell Phone:  
 Message Phone:  
 Pager:  
 Home Email:  
 Work Email: [amya@cityofpflugerville.com](mailto:amya@cityofpflugerville.com)

**EDIT JOBS**

#1 Job Applying For: **Director, Parks & Recreation (20-400-101013)**  
*Parks & Recreation*

Date Available: Today

Income Expected:

Minimum Income Required:

Employment Preference: Full-Time

Available: Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday  
 Sunday

Hours Available: as appropriate for the position

Are you willing to work overtime? Yes

Do you have any relatives employed at this company? No

If yes, who?

Have you ever filed an application with us before? Yes

If yes, when? October 1998

How did you hear about this position? Other

If Employee, please give name:

Are you related to any member of City Council? No

If yes, please list name:

**Record of Employment**

**1. Current/Most Recent Employer**

Company Name: City of Pflugerville  
 May we contact? Yes  
 Telephone: 512-990-6101  
 Your Starting Position: Assistant Parks and Recreation Director  
 Your Last Position: Interim Parks and Recreation Director  
 Months In Last Position: 144  
 Address: P.O. Box 589  
 City: Pflugerville  
 State: Texas  
 Zip: 78691  
 Dates Employed: From October 1998 To present  
 Rate of Pay: Start 28,000 End 71,000  
 Supervisor's Name & Title: Trey Fletcher- Managing Director of Operations  
 Reason For Leaving: currently employed  
 Your Duties: Assist with the development and implementation of a 2.9 million dollar annual operating budget. Providing long and short range strategic planning for parks, trails, programming, staffing, CIP, and master planned facilities. Assist the Director with the operation, administration, management, and planning of the department which currently includes an inventory of; 530 acres of parkland, 280 acres of open space, 183 acre lake, 27 miles of trail, 26 parks with various amenities, 18 sport fields, 3 swimming pools, 1 recreation center, 1 senior activity center, and 1 heritage museum. Supervise and evaluate fifteen professional staff in the administration of athletics, aquatics, recreation, arborist, camps, clerical, and parks maintenance. Assessing program operations and addressing issues with creativity and innovation. Develop, implement, and evaluate department policy and procedures for effectiveness, efficiency, and needed updates. Worked in collaboration with consultants on the writing of Texas Parks and Wildlife and Lower Colorado River Authority grants awarded to the City resulting in a new recreation center, aquatics center, park facilities, and new lake park. Serve as department's grants writer. Responsible for the award of \$62,500 in grant money to the City, resulting in an upgraded weight room, renewable energy project, and neighborhood park improvement. (SECO, Community Development Corporation, and Texas Forest Service) Department's grant administrator of state and local grants. Performing the planning, development, implementation, submission, and reimbursement processes of each grant. Work in collaboration with staff and consultant to update the Park and Recreation Department's Open Space Master Plan which will be used to guide the department's CIP process. Develop, advertise, and administer department's RFP, SOQ, RFQ requests from inception to contract award and management. Work in conjunction with department director and consultant on renewable energy projects to benefit parks and facilities. Department liaison for the construction of new recreation and park facilities. Interacting daily with contractors, engineers, and architects to monitor facility progress, change orders, and developments according to construction plans and specifications. Worked with Parks Maintenance Supervisor to develop a comprehensive Parks Maintenance Operations Manual and coinciding database to track maintenance hours. Implement and develop policies, procedures, and City ordinance recommendations with appropriate vetting from staff, Parks and Recreation Commission, and City Council. Collaborate with school district, area cities, and county to provide programs and offer facilities to the community. Wrote Department's successful National Park Service application for National Recreation Trails. Develop, manage, and oversee the City's concessionaire

contract.

Developed CPR, First-aid, and AED employee training program for the City.

Wrote the Department's winning applications for the Class V TRAPS Gold Medal Award of excellence. (2002, 2007)

Responsible for the City's community-wide seasonal and special events throughout the year. Such events include; farmers market, Easter festival, arts and crafts show, and holiday festival.

Serve as departmental liaison with City Boards, Commissions, Committees, and Council making presentations and proposals as necessary.

Worked collaboratively with the City's HR Director to develop the City's Employee Wellness Program. Responsible for developing an operating plan, program incentives, criteria, and initial launch of the program. Schedule monthly education seminars and wellness classes, develop marketing campaign, evaluate and annually assess success of the program.

Partnered collectively with citizens, city management, community organizations, vendors, media, and public to promote, organize, and stimulate good public relations within the community.

Serve as race director of the City's annual 5k fun run. Responsible for the planning, budgeting, marketing, organizing, implementation and evaluation of the event.

Work collaboratively with staff and committees on community programs such as; farmer's market, music in the park, community gardens, triathlon, and Deutschen Pfest.

Integrated an updated recreation software system with online registration capabilities into the department to increase staff productivity, improve operations, and provide better customer service.

Increased Senior Activity Center Membership from 25 members to over 230 and growing.

## 2. Next Previous Employer

Company Name: Odem-Edroy Independent School District

May we contact? Yes

Telephone: (361) 368-2561

Your Starting Position: Parks and Recreation Director

Your Last Position: Parks and Recreation Director

Months In Last Position: 18

Address: 1 Owl Square

City: Odem

State: Texas

Zip: 78370

Dates Employed: From May 1997 To October 1998

Rate of Pay: Start 30,000 End 30,000

Supervisor's Name & Title: Charles Zepeda -Superintendent of Schools

Reason For Leaving: career advancement

Your Duties: Developed an \$800,000 dollar annual operating budget. Providing long and short range strategic planning for community parks, recreation facilities, programs, special events, and staffing.  
Worked in collaboration with consultant on an outdoor Texas Parks and Wildlife grant awarded to the school district for new aquatics and park facilities.  
Department's grant administrator of the TPWD grants. Performing the planning, development, implementation, submission, and reimbursement processes of the grant.  
Responsible for developing the Parks and Recreation Department from the ground up including administration and management of all operational aspects of the department, as well as developing, implementing, and evaluating departmental policies and procedures.  
Supervised and evaluated professional staff of eleven in the administration of athletics, aquatics, recreation, camps, and parks maintenance to ensure a quality department.  
Initiated a community wide volunteer drive to help with the Texas Recreation and Parks Account outdoor grant in-kind project items.  
Department liaison for the construction of new pool, park,

and trail facilities. Interacting daily with contractors, engineers, and architects to monitor facility progress, change orders, and developments to insure the project was within accepted planning, contracting, construction, and efficiency guidelines.

Interact with citizens, city management, school district management, community organizations, vendors, media, and public to promote, organize, and stimulate good public relations within the community.

Implemented community-wide special events, camp programs, and teen nights. Responsible for planning, budgeting, organizing, marketing, implementing, and evaluating each event. This includes such things as obtaining necessary supplies, equipment, staff, volunteers, vendors, grants, and in-kind donations needed for each. Integrated swim lessons program into ISD curriculum for K-12 grades, teaching all students a life skill.

Developed and managed contracts with vendors to insure the parks and recreation department could obtain needed supplies on a regular and timely basis.

Implemented, assessed, and analyzed recreation programs such as NFL punt pass and kick, TAAF swim team, and other programs into the community.

Serve as departmental liaison with ISD and City Boards, making presentations and proposals as necessary.

### 3. Next Previous Employer

Company Name: City of Georgetown

May we contact? Yes

Telephone: (512) 930-3595

Your Starting Position: Recreation Coordinator

Your Last Position: Recreation Coordinator

Months In Last Position: 12

Address: 1101 N. College Street

City: Georgetown

State: Texas

Zip: 78626

Dates Employed: From May 1996 To May 1997

Rate of Pay: Start 15,000 End 17,000

Supervisor's Name & Title: Kylie Dutchie-Recreation Center Supervisor

Reason For Leaving: career advancement

Your Duties: Assisted the Recreation Superintendent with City's community-wide seasonal and special events throughout the year. Planning, budgeting, organizing, implementing, marketing, and evaluating each event.  
 Assisted with the writing of the Department's winning application for the Class V TRAPS Gold Medal Award of excellence. (1996)  
 Assisted with the development of adult and children's programs offered at the recreation center.  
 Processed recreation center memberships and class registrations. Answered multi-line phone and directed calls to appropriate individual. Provided customer service to citizens.  
 Member of Department's team responsible for integrating an updated recreation software system into the Department to increase staff productivity, improve operations, and provide better customer service.  
 Worked in conjunction with the DARE officers to host monthly teen nights.  
 Interacted with citizens, city departments, city management, school district management, community organizations, vendors, media, and the public to promote, organize, and stimulate good relations within the community.  
 Awarded the City's "Above and Beyond" award for the success of the Department's annual Cupid's Chase 5k.

### 4. Next Previous Employer

Company Name: City of Austin

May we contact? Yes

Telephone: 512-974-6700



Your Starting Position: Recreation Coordinator-Athletics  
 Your Last Position: Recreation Coordinator-Athletics  
 Months In Last Position: 6  
 Address: P.O. Box 1088  
 City: Austin  
 State: Texas  
 Zip: 78767  
 Dates Employed: From January 1997 To May 1997  
 Rate of Pay: Start 4.35 End 4.35  
 Supervisor's Name & Title: Mark Lord- Athletics Supervisor  
 Reason For Leaving: career advancement  
 Your Duties: Assisted the Athletics Supervisor with registration and scheduling of adult softball, basketball, and flag football leagues.  
 Answered multi-line phone and directed calls to appropriate individual.  
 Provided customer service to citizens.  
 Staff support at sporting events and tournaments sponsored by the department and their contracted vendors.

## Education

### High School

Name: Mary Carroll High School  
 Major/Courses: Core curriculum  
 Last Year Completed: 4  
 Did you Graduate? Yes  
 Degree/Certificate: High School Diploma

### College/Technical School

Name: Southwest Texas State University  
 Major/Courses: Recreation Administration  
 Last Year Completed: 4  
 Did you Graduate? Yes  
 Degree/Certificate: BS

### Graduate Studies

Name: Texas State University  
 Major/Courses: Recreation, Leisure Services  
 Last Year Completed: 4  
 Did you Graduate? Yes  
 Degree/Certificate: MS

### Other (specify)

Name:  
 Major/Courses:  
 Last Year Completed:  
 Did you Graduate?  
 Degree/Certificate:

License/Type:

Are you a Licensed Peace Officer in Texas or any other state? No

If no, are you currently enrolled in a TCLEOSE academy? No

## Skills and Qualifications

Adding Machine (10 Key) Yes  
 Data Entry Yes  
 Personal Computer Yes  
 Word Processor Yes

WPM: 40

Software Skills: MS Office Suite; Word, Excel, Powerpoint, Access, Adobe photoshop, Class, RecWare, Activenet

List additional skills and qualifications: Certified Playground Safety Inspector (CPSI)  
 Certified Pool Operator (CPO)  
 American Red Cross certified instructor: CPR, First Aid, and AED  
 Special Olympics Volunteer  
 American Cancer Society Volunteer  
 Texas Recreation and Parks Society Member, institute site selection committee, and Region 5&7 workshop planning committee  
 National Recreation and Parks Association Member  
 Texas Public Pool Council Member  
 Texas State University HPERD  
 Guest Speaker  
 Emergency Management Training  
 FEMA training  
 Supervisory Training

## References

### Work Reference #1:

Name: Dr. Michal Anne Lord                      Company: Texas Recreation and Parks Society (Executive Director)  
 Address: P.O. Box 5188 Lago Vista, TX, 78645                      Telephone: (512) 267-5550

### Work Reference #2:

Name: Dr. Steve Awoniyi                      Company: Texas State University HPER (Department Head/Professor)  
 Address: 601 University San Marcos, TX, 78666                      Telephone: (512) 245-1313

### Work Reference #3:

Name: Mark Lord                      Company: Texas Amateur Athletic Federation (Executive Director)  
 Address: P.O. Box 1789 Georgetown, TX, 78627                      Telephone: (512) 863-9400

## Other Information

Have you ever pled guilty, or no contest to, or been convicted of, a misdemeanor or felony?

No

If Yes, please give the date(s) and details:

Have you been arrested for any matters for which you are out on bail or on your own recognizance pending trial?

No

If Yes, please give the date(s) and details:

Have you ever been in the Military Service?

No

If Yes, give type of discharge:

Do you have a valid Driver's License? (Answer only if Yes the job for which you are applying requires a drivers license)

License Information

State: Texas

License #: 13590222

## Alternate/Emergency Contact Information

Alternate/Emergency Contact:

Alternate/Emergency Phone:

## Resume