

CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

ORDINANCE NO. 2026-09-1334

AN ORDINANCE ESTABLISHING THE POSITION OF DIRECTOR OF PARKS, MUSEUM, AND GRANTS FOR THE CITY OF TONTITOWN, ARKANSAS; DESIGNATING THE POSITION AS A DEPARTMENT-HEAD POSITION REPORTING DIRECTLY TO THE MAYOR; DEFINING THE DIRECTOR'S AUTHORITY AND RESPONSIBILITIES FOR MUNICIPAL PARKS, THE CITY MUSEUM, AND CITYWIDE GRANT COORDINATION; CLARIFYING THAT THE POSITION SHALL NOT EXERCISE THE POWERS OF A CITY MANAGER, CITY ADMINISTRATOR, OR CHIEF ADMINISTRATIVE OFFICER; RECONCILING REFERENCES TO THE COMMUNITY DEVELOPMENT DIRECTOR; ADOPTING A JOB DESCRIPTION; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.

WHEREAS, the City of Tontitown is organized under the mayor-council form of municipal government, under which the Mayor serves as the chief executive officer of the City, subject to the legislative, financial, and policy-making authority of the City Council; and

WHEREAS, the Tontitown City Council finds that clearly defined departments, department heads, reporting relationships, and limitations of authority are necessary for accountable and efficient municipal government; and

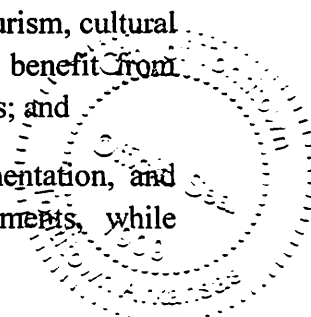
WHEREAS, Arkansas Code Annotated § 14-42-110 vests the City's Mayor with authority to appoint and remove department heads, subject to the City Council's statutory authority to override the Mayor's action; and

WHEREAS, the City of Tontitown presently uses the title "Community Development Director," which may imply operational authority over planning, zoning, public works, economic development, general administration, or other municipal functions beyond the intended responsibilities of the position; and

WHEREAS, the Tontitown City Council finds that the title and responsibilities of the position should be revised to accurately reflect its intended functions relating to municipal parks, the City museum, and the coordination of grant opportunities for all City departments; and

WHEREAS, the Tontitown City Council further finds that the City's park and museum operations share related responsibilities involving public programs, community events, tourism, cultural resources, facilities, grounds, volunteers, and public engagement and may benefit from coordinated management and the reasonable sharing of personnel and resources; and

WHEREAS, grant identification, application preparation, administration, documentation, and compliance frequently require coordination among multiple City departments, while



responsibility for each department's operations, projects, budgets, and technical decisions must remain with the appropriate department head or responsible municipal official; and

WHEREAS, the Tontitown City Council desires to establish a clearly limited department-head position that will manage Parks and Museum operations and provide grant coordination services throughout the City without creating or implying a city-manager or city-administrator form of government.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TONTITOWN, ARKANSAS:

SECTION 1. ESTABLISHMENT AND TITLE.

There is hereby established the position of Director of Parks, Museum, and Grants for the City of Tontitown, Arkansas.

The existing position presently titled "Community Development Director" is hereby retitled "Director of Parks, Museum, and Grants," to the extent the former title applies to the employee or position assigned the duties described in this ordinance. This ordinance changes the title and assigns duties of that existing position and does not, by itself, create an additional or new employee position.

The Director of Parks, Museum, and Grants shall be the administrative department head responsible for:

- A. The City's parks and recreational facilities and programs;
- B. The City museum and related cultural, historical, educational, and visitor programs; and
- C. Coordination of municipal grant identification, application, administration, reporting, and compliance activities.

SECTION 2. REPORTING RELATIONSHIP.

The Director of Parks, Museum, and Grants shall report directly to the Mayor. The Director shall be appointed and may be removed by the Mayor in accordance with Arkansas Code Annotated § 14-42-110, including the City Council's authority under that statute to override the Mayor's action.

The Director shall operate under the Mayor's administrative supervision and shall perform the duties of the position subject to:

- A. Applicable federal and state law;
- B. City ordinances and resolutions;
- C. The annual budget and appropriations adopted by the City Council;

- D. Personnel policies and other policies approved by the City Council;
- E. Contracts and grant agreements approved or accepted by the proper municipal authority; and
- F. Lawful directives issued by the Mayor within the scope of the Mayor's executive authority.

Nothing in this ordinance shall diminish or transfer the legislative, financial, property-management, contracting, or policy-making authority of the City Council.

SECTION 3. DEPARTMENTAL ORGANIZATION.

The Department of Parks, Museum, and Grants is hereby established as a municipal department consisting of the following operating functions:

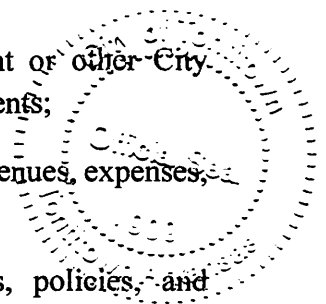
- A. Parks and Recreation;
- B. City Museum and Cultural Programs; and
- C. Grants Coordination and Administration.

The Director shall provide unified administrative leadership for these functions while maintaining appropriate accounting, grant, personnel, collections, and operational records for each function.

SECTION 4. PARKS AND RECREATION RESPONSIBILITIES.

Subject to appropriations, policies, and contracts approved by the City Council, the Director shall:

- A. Manage the day-to-day operation, use, scheduling, maintenance coordination, and programming of City parks, recreational facilities, pavilions, trails, public grounds, and related amenities assigned to the Department and coordinate maintenance of those facilities with the department responsible for performing the work;
- B. Develop recommendations concerning park improvements, recreational programs, facility use, rental policies, fees, capital needs, maintenance priorities, and long-range planning;
- C. Coordinate community events and recreational activities conducted or sponsored by the City;
- D. Supervise employees assigned to parks and recreation functions;
- E. Coordinate park maintenance needs with the Public Works Department or other City departments without exercising supervisory authority over those departments;
- F. Maintain records concerning park usage, facility reservations, programs, revenues, expenses, maintenance needs, and capital projects; and
- G. Prepare and submit proposed parks and recreation budgets, reports, policies, and recommendations through the Mayor for consideration by the City Council.



SECTION 5. MUSEUM RESPONSIBILITIES.

Subject to appropriations, policies, collections requirements, and other actions approved by the City Council, the Director shall:

- A. Provide administrative oversight of the City museum and its employees;
- B. Coordinate museum operations, public hours, staffing, visitor services, educational programming, public events, exhibits, outreach, and facility needs;
- C. Ensure that museum operations are conducted as an operating function of the City and not as a separate legal entity;
- D. Coordinate with any museum commission, board, committee, historical society, volunteer organization, or advisory group recognized by the City;
- E. Consider recommendations concerning collections, exhibits, preservation, education, interpretation, programming, and community outreach;
- F. Maintain or cause to be maintained appropriate records of museum attendance, programs, collections, donations, volunteers, revenues, expenses, and operational needs;
- G. Develop recommendations concerning museum policies, staffing, programming, facilities, collections management, and long-range planning; and
- H. Prepare and submit proposed museum budgets, reports, policies, and recommendations through the Mayor for consideration by the City Council.

Any museum board, commission, committee, or advisory body shall remain advisory unless specific authority is granted by ordinance. No such body or individual member shall independently supervise City employees, obligate City funds, enter into contracts, accept restricted property on behalf of the City, or otherwise bind the City.

SECTION 6. SHARED PERSONNEL AND COORDINATED OPERATIONS.

Because City Parks and the City Museum provide related public, educational, recreational, historical, tourism, and community services, the Director may assign employees of the Department to assist across Parks and Museum operations when:

- A. The assignment is reasonably related to the employee's position and qualifications;
- B. The assignment does not violate personnel policies, wage-and-hour requirements, grant restrictions, donor restrictions, or other applicable law;
- C. The assignment does not materially interfere with the employee's primary responsibilities;

- D. Appropriate time, payroll, grant, and departmental records are maintained; and
- E. The assignment remains within the personnel levels and appropriations authorized by the City Council.

The Director may recommend cross-training of Parks and Museum employees to provide operational coverage, improve public services, reduce unnecessary duplication, and allow the efficient use of City personnel.

Nothing in this section authorizes the creation of a new position, an increase in compensation, or the expenditure of unappropriated funds without approval by the proper municipal authority.

SECTION 7. CITYWIDE GRANT COORDINATION.

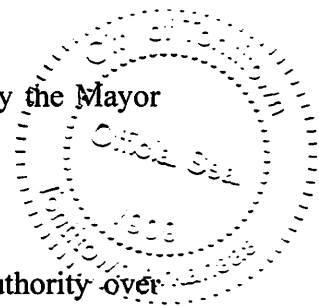
The Director shall serve as the City's primary grants coordinator and shall assist all City departments in identifying, evaluating, applying for, administering, and closing out grant opportunities.

The Director's grant responsibilities shall include:

- A. Maintaining a citywide calendar or register of potential, pending, active, and completed grants;
- B. Identifying grant opportunities that align with needs, plans, and priorities approved by the City Council;
- C. Coordinating the preparation and timely submission of grant applications;
- D. Assisting departments in developing project descriptions, schedules, supporting documentation, budgets, matching-fund requirements, and performance measures;
- E. Coordinating required grant reports, reimbursement requests, closeout documents, audits, and compliance records;
- F. Monitoring deadlines, conditions, matching obligations, procurement requirements, record-retention requirements, and reporting responsibilities;
- G. Providing periodic grant-status reports to the Mayor and City Council; and
- H. Developing recommended grant-management procedures for consideration by the Mayor and City Council.

SECTION 8. LIMITATIONS ON GRANT AUTHORITY.

The Director's grant-coordination responsibilities shall not transfer operational authority over another City department, department head, board, commission, utility, or municipal officer.



For grants involving another department:

- A. The affected department head shall remain responsible for defining the department's operational and technical needs;
- B. The affected department head or responsible professional shall approve technical specifications, project scopes, cost estimates, operational commitments, and performance requirements within that person's lawful authority;
- C. The Director shall coordinate the grant process but shall not direct the day-to-day operations or personnel of the affected department;
- D. The Director shall not alter a department's approved project scope, budget, staffing, technical standards, or operational commitments without authorization from the responsible department head and any required municipal approval; and
- E. Disagreements that cannot be resolved administratively shall be referred to the Mayor and, when involving policy, appropriations, contracts, property, or legislative action, to the City Council.

SECTION 9. ACCEPTANCE OF GRANTS AND FINANCIAL COMMITMENTS.

The Director shall have no independent authority to:

- A. Accept a grant award on behalf of the City;
- B. Commit matching funds or in-kind resources;
- C. Execute a grant agreement, contract, memorandum of understanding, deed restriction, easement, or other binding instrument;
- D. Create a position or commit the City to continued employment after grant funding expires;
- E. Purchase property, equipment, services, or supplies;
- F. Obligate City funds or incur indebtedness;
- G. Apply for a grant that would materially restrict City property or require a substantial continuing obligation without prior approval; or
- H. Make any commitment reserved by law or ordinance to the Mayor, City Council, Clerk-Treasurer, another municipal officer, or another department head.

Grant applications and awards shall be submitted for approval or acceptance by the official or governing body authorized by law, ordinance, or City policy. Before a grant application is submitted, the affected department head shall approve its operational and technical content, and

the Mayor shall authorize its submission. Prior City Council approval is also required if the application would commit or conditionally commit City funds, matching resources, personnel, property, indebtedness, a contract, or a material continuing obligation.

All grant funds shall be received, deposited, accounted for, expended, and reported in the name of the City and through the City's established financial controls.

SECTION 10. NO CITY-MANAGER OR GENERAL ADMINISTRATIVE AUTHORITY.

The Director of Parks, Museum, and Grants is a department head and shall not be considered or treated as:

- A. A city manager;
- B. A city administrator;
- C. An assistant mayor;
- D. A chief administrative officer;
- E. A supervisor of all department heads;
- F. An intermediary through whom other department heads must report to the Mayor; or
- G. An official possessing general executive authority over City government.

Except for employees assigned to the Department of Parks, Museum, and Grants, the Director shall not hire, discipline, evaluate, supervise, direct, or terminate City employees.

The Director shall not issue binding directives to another department head or assume authority expressly assigned by law or ordinance to the Mayor, City Council, Clerk-Treasurer, Police Chief, Fire Chief, Planning Director, Public Works Director, Human Resources Director, City Engineer, building official, water or wastewater official, commission, board, or other municipal officer.

Nothing in this ordinance prevents the Mayor from directing the Director to coordinate a particular project involving multiple departments. Such an assignment shall not transfer the lawful authority or independent responsibilities of the affected department heads or municipal officials.

SECTION 11. PERSONNEL SUPERVISION.

The Director shall supervise and evaluate employees assigned to the Department of Parks, Museum, and Grants, subject to:

- A. The Mayor's executive supervision;
- B. The City's personnel policies;



C. Positions and compensation authorized through the budget or other action of the City Council;

D. Applicable civil-service requirements, when any; and

E. Applicable federal and state employment laws.

The Director may recommend personnel actions to the Mayor but shall not create positions, establish compensation, or make commitments beyond the authority provided by ordinance, policy, and appropriation.

SECTION 12. BUDGET AND EXPENDITURES.

The Director shall prepare proposed departmental budgets and capital-improvement recommendations for submission through the Mayor as part of the City's annual budgeting process.

The Director shall administer appropriated departmental funds but shall not:

A. Transfer appropriations between departments or budget classifications without required approval;

B. Exceed an appropriation;

C. Divide or structure a purchase to avoid competitive-bidding or approval requirements;

D. Enter into a contract without proper authorization; or

E. Expend funds for a purpose not authorized by the adopted budget, ordinance, resolution, grant agreement, or other lawful municipal action.

The City Council retains management and control of City finances and property as provided by Arkansas law.

SECTION 13. REPORTING REQUIREMENTS.

The Director shall provide the Mayor and City Council with regular written reports addressing, at a minimum:

A. Parks usage, reservations, programs, maintenance needs, and capital projects;

B. Museum attendance, programs, exhibits, collections activity, staffing, and facility needs;

C. Grant opportunities under consideration;

D. Grant applications submitted, pending, awarded, denied, or withdrawn;

- E. Active grant projects, deadlines, reimbursements, matching obligations, compliance matters, and closeout status;
- F. Departmental revenues and expenditures; and
- G. Significant issues requiring executive or legislative action.

SECTION 14. QUALIFICATIONS.

The Director shall satisfy the minimum qualifications stated in the job description adopted as Exhibit "A." The Director should possess a combination of education, training, and progressively responsible experience demonstrating competency in several of the following areas:

- A. Parks and recreation administration;
- B. Museum, cultural-resource, historical, or visitor-services administration;
- C. Grant research, writing, administration, compliance, or reporting;
- D. Public administration;
- E. Project management;
- F. Budget preparation and financial oversight;
- G. Personnel supervision;
- H. Community programming and public engagement; and
- I. Intergovernmental or nonprofit partnerships.

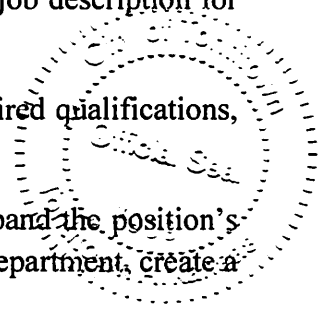
Because the position combines multiple municipal functions, substantial relevant experience may be considered in place of a particular educational credential, subject to any minimum qualifications adopted in the official job description.

SECTION 15. JOB DESCRIPTION.

The job description attached as Exhibit "A" is hereby approved as the initial job description for the position of Director of Parks, Museum, and Grants.

The City Council may amend the material duties, reporting relationship, required qualifications, or authority of the position by ordinance.

The Mayor may approve nonmaterial administrative revisions that do not expand the position's authority, alter its reporting relationship, transfer responsibility from another department, create a position, increase compensation, or require an additional appropriation.



SECTION 16. RECONCILIATION OF EXISTING REFERENCES.

Any existing ordinance, resolution, policy, job description, organizational chart, budget document, website, form, or other City record referring to the "Community Development Director" shall be reviewed to determine whether the referenced duty relates to:

- A. Parks and recreation;
- B. The City museum;
- C. Grants coordination;
- D. Planning and zoning;
- E. Building administration;
- F. Public works;
- G. Economic development;
- H. General administration; or
- I. Another municipal function.

A reference shall not automatically be transferred to the Director of Parks, Museum, and Grants solely because it formerly referred to the Community Development Director.

Only duties falling within the authority expressly established by this ordinance shall transfer to the Director of Parks, Museum, and Grants.

Duties involving planning, zoning, building administration, public works, engineering, finance, human resources, public safety, utilities, or another municipal department shall be assigned to the department head or official designated by applicable law or ordinance. A duty assigned by an existing ordinance shall not be reassigned administratively; reassignment requires an ordinance adopted by the City Council.

The Mayor shall cause the City's organizational chart, personnel records, website, and administrative documents to be updated to reflect this ordinance.

SECTION 17. CONFLICTS.

If a conflict arises between this ordinance and a previously adopted ordinance, resolution, job description, policy, organizational chart, or administrative directive, this ordinance shall control regarding the title, reporting relationship, responsibilities, and limitations of authority of the Director of Parks, Museum, and Grants. Nothing in this section shall be construed to repeal, amend,

or transfer authority granted to another municipal officer, department, board, or commission unless this ordinance identifies that authority expressly.

SECTION 18. REPEALER.

All ordinances and parts of ordinances in conflict with this ordinance are repealed to the extent of the conflict.

SECTION 19. SEVERABILITY.

If any section, subsection, sentence, clause, phrase, or provision of this ordinance is held invalid or unconstitutional by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

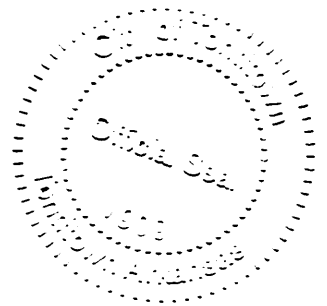
SECTION 20. CODIFICATION.

The City Clerk or municipal code publisher is authorized to codify the permanent provisions of this ordinance and to make nonsubstantive formatting, numbering, and cross-reference corrections necessary for codification, provided that no such correction alters the meaning or legal effect of this ordinance.

SECTION 21. EMERGENCY CLAUSE.

The City Council finds that the City is currently preparing for its upcoming annual budget process; that clearly defined departmental responsibilities and reporting relationships are immediately necessary for the preparation and evaluation of departmental budgets, staffing requirements, grant opportunities, park operations, and museum operations; that continued use of an overly broad or ambiguous position title may result in uncertainty concerning municipal authority and responsibility; and that the immediate implementation of this ordinance is necessary for the preservation of the public peace, health, safety, and welfare.

Therefore, an emergency is declared to exist. Upon approval of this emergency clause by a separate yeas-and-nays roll-call vote of two-thirds (2/3) of all members elected to the City Council, this ordinance shall be in full force and effect immediately upon its passage and approval. If the emergency clause does not receive the required vote, the remaining provisions shall take effect as otherwise provided by law.



PASSAGE AND APPROVAL

PASSED AND APPROVED on this 1 day of Sept, 2026.

APPROVED:

Angela Russell
Angela Russell, Mayor

ATTEST:

Rhonda Ardemagni
Rhonda Ardemagni, City Clerk-Treasurer
(SEAL)

APPROVED AS TO FORM:

City Attorney



SPONSORSHIP AND LEGISLATIVE HISTORY

Ordinance No. 2026-09-1334

Sponsor (Initiated By): Mick Wagner

Motion to Introduce Made By: Mick Wagner

Seconded By: Mike Waskowiak

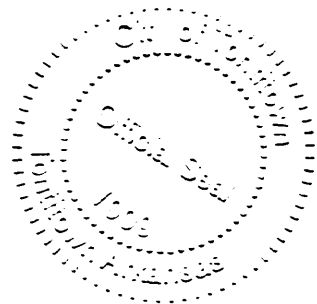
Adopted/Passed: _____

Vote on Ordinance: Ayes 6 Nays _____ Abstain _____ Absent _____

Vote on Emergency Clause (2/3 required): Ayes 6 Nays _____ Abstain _____ Absent _____

Sponsorship signifies presentation of the ordinance for consideration and does not, by itself, require the sponsor or co-sponsor to vote in favor of final passage.

This signature and legislative history block is provided in addition to, and does not supersede, any authentication, attestation, or signature requirements imposed by state law or other provisions of the Tontitown Municipal Code.



CONFIDENTIAL - SECURITY INFORMATION

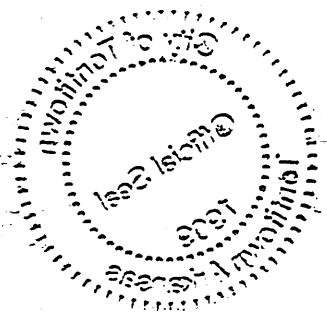
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CITY OF TONTITOWN STANDARD JOB DESCRIPTION

Job Title:	Parks, Museum & Grant Director	Department:	Parks, Recreation & Museum
Division:	N/A	Reports To:	Mayor
Supervises:	Park and Recreational Coordinator; Museum Manager	Employment Status:	Full-time
FLSA Status:	Exempt	Pay Grade/Class:	To be assigned per City classification/compensation plan
Safety Sensitive:	No	Weather Essential:	No
Effective Date:		Revision Date:	09/14/2026

POSITION SUMMARY

Directs the City's parks, recreation, and museum operations, and leads grant research, application, and compliance administration for parks, trails, and other qualifying City projects. Oversees parks capital planning, budgeting, and supervision of recreation, and museum staff.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

List the essential functions in order of importance. Use action verbs and distinguish essential duties from incidental duties.

1. Directs the maintenance and capital improvement planning of City parks, trails, and recreational facilities.
2. Supervises the Park and Recreational Coordinator, Museum Manager
3. Researches, writes, and administers grant applications from state and federal sources (e.g., ANRC, Arkansas Game & Fish Foundation, CDBG) for parks and other eligible City projects.
4. Manages grant compliance, reporting, and reimbursement processes for awarded grants.
5. Develops parks and recreation master plan priorities in coordination with the Planning Director.
6. Prepares and manages the department's operating and capital budgets.
7. Oversees special events, facility rentals, and community partnerships.
8. Represents the department before the City Council and community groups.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Park and Recreational Coordinator, Museum Manager

MINIMUM QUALIFICATIONS



Education	Bachelor's degree in parks and recreation management, public administration, or a related field required.
Experience	Minimum of five years of relevant experience, including two years of supervisory experience; demonstrated grant writing and administration experience required.
Licenses/Certifications	None specified.
Driver Requirements	Valid Arkansas driver's license required.

KNOWLEDGE, SKILLS, AND ABILITIES

(1) Knowledge of grant research, writing, and compliance administration. (2) Parks and recreation facility planning and budgeting skills. (3) Personnel management and supervisory skills. (4) Strong written and verbal communication skills for grant agencies, the Council, and the public.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Requires office work combined with regular site visits to parks and outdoor facilities, including walking on uneven terrain. Mix of office and outdoor settings; occasional evening meetings and event attendance.

OTHER CONDITIONS OF EMPLOYMENT

Background check and pre-employment drug screening required.
Occasional evening meetings and event attendance.

JOB DESCRIPTION STATEMENT

This job description identifies the essential functions and general responsibilities of the position and is not intended to constitute an exhaustive list of every duty that may be assigned. Duties assigned should remain consistent with the lawful authority, classification, and organizational structure of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions, consistent with applicable law.

REVIEW AND APPROVAL

Prepared/Reviewed by HR:	Luann Jenison	Date: 09/14/2026	
Department Head Review:	Mayor	Date: 09/14/2026	
Approving Authority:		Date:	
Employee Acknowledgment:		Date:	

Template note: The department head should provide substantive job-duty input; Human Resources should maintain the official format, classification terminology, revision control, and master copy.

