

# POSITION DESCRIPTION



**Date:** May 11, 2023

**Position Title:** Director, Recreation and Community Services  
**Department:** Recreation and Community Services  
**Immediate Supervisor:** Chief Administrative Officer

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## **Purpose of Position and Profile:**

Responsible for planning, development, management and leadership of all recreation operations, aquatic and cultural programming, community development and climate related initiatives. Responsibilities include the management, maintenance and renewal of municipal assets including township facilities, parks, trails, fleet and equipment.

To develop the department's annual budget and business plan with corresponding strategic and operational work plans for the effective provision of programs, services and municipal facilities that meet established priorities, community needs, incorporate council approved service levels and provide excellent customer service.

Provide leadership, direction and support to staff that include training and opportunities to build an innovative, resourceful, and inclusive staff team.

## **Responsibilities:**

Develops and manages the department's annual **business plan** which identifies long and short-term goals and objectives for each division with effective work plans and strategies to achieve desired outcomes.

Oversees regular analysis of **community needs** for services, evaluates the effectiveness of existing programs, initiating appropriate changes to reflect needs, incorporate trends, promote inclusivity, and align priorities. Determines the need for additional parks, facilities and services based on anticipated growth-related needs identified in the master plan and proposed housing developments.

Determines **staffing** requirements to meet day-to-day and long-term operational needs. Participates in staff recruitment, training, and development. Monitors division work plans to ensure appropriate staff, budget and resources are available to successfully implement programs and services while maximizing the use of parks and facilities.

Implement risk management strategies including development of inspection processes and corrective action to minimize risk and ensure public safety in alignment with the Township and its insurance provider.

Ensure all equipment and facilities are operational and maintained in accordance with the Ministry of Labour, TSSA, ORFA, AGCO, and other regulatory bodies.

Research, develop and prepare reports, policy, standard operating guidelines, agreements, and grant applications.

Develop, implement, and manage the department's budget (**operating and capital**) and direct the overall expenditures and revenues in accordance with budget approvals.

Develop, recommend, and implement a long-term plan/capital forecast. With effective project management, oversee facility renovations, equipment replacement, asset renewal and new

construction securing third-party technical expertise as required. Develops a comprehensive annual preventative maintenance plan for all Township facilities, equipment, and fleet.

Directs and oversees the environmental services division which implements the energy conservation management program, climate action initiatives, woodlot management, tree planting and maintenance, trail development and connectivity.

Initiates and maintains strong partnerships, build consensus and collaborations with community partners in relation to community projects, events, and co-operative service provision. Creates and maintains positive relationships with user groups, neighbouring municipalities, community partners, service clubs, sporting organizations, government agencies, recreation associations, and volunteers with flexibility, effective communication, and conflict resolution skills.

As a member of the Senior Management Team, participate in the review of all reports and recommendations to Council, and assists in the strategic planning, development, administration, and consistent application of Township-wide policies and procedures.

Other duties as assigned.

### **Required Knowledge and Skills:**

#### Education and Experience:

- A University degree or diploma in recreation planning, leisure studies or facility management
- A minimum of 10 years of progressively responsible management experience in a related field such as recreation development, applied health, facilities, and property management
- A minimum of 2 years as a manager or senior manager with a municipality with program responsibility is preferred

#### The Work Requires:

- A thorough knowledge of comprehensive recreation and leisure service delivery systems
- Knowledge of parks and facilities development, construction methods, facility maintenance, technical systems such as HVAC, refrigeration, mechanical systems, and energy management
- Extensive knowledge of current management principles and theories as they relate to the programs and services of local government
- Knowledge of budgeting practices and processes from initial development to regular monitoring and variance reporting functions
- Detailed knowledge of and the ability to interpret and administer a variety of regulations, acts, policies, and guidelines
- Knowledge of political processes, and strong political and community acuity
- Strong, organizational, analytical, and critical thinking skills to effectively access, direct, and manage facilities, programs, and services
- Management skills to supervise, motivate and develop staff's capacity
- Communication skills, both verbal and written, to prepare reports, make presentations, participate in union negotiations
- Strong Interpersonal skills to interact with staff, public, Council, volunteers, and maintain effective relationships
- Ability to provide effective leadership to the senior management team in accordance with the Acting CAO rotation schedule

### **Working Conditions:**

Work is conducted in a standard office environment and involves travelling to other Municipal buildings or off-site locations, external meetings, and training. Occasional requirement to attend community meetings, construction sites, and trails.

Normal hours of work are thirty-five (35) hours per week. Required to attend Council and/or Committee meetings as per meeting schedule, flexibility in scheduling is necessary.

Work is subject to interruptions, often to address immediate concerns or issues by phone, email, or in-person, both internal and external. Ability to display a high degree of accuracy of work in a fast-paced environment.

**Classification:**

Non-Union/Union

- Non-Union - 35 hours per week

Supervision

- Direct: Recreation Manager  
Manager of Operations and Projects
- Indirect: Recreation/Community Development Coordinator  
Environmental Coordinator  
Recreation Executive Assistant  
Project Manager

Rating

- Level 12