

THE CORPORATION OF THE TOWNSHIP OF KING

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| JOB TITLE: | Director of Parks, Recreation and Culture | CLASSIFICATION: Non-Union |
| DEPARTMENT: | Parks, Recreation & Culture | SALARY LEVEL: \$87,832-\$ 106,850 |
| LOCATION: | 2075 King Road, King City | |

JOB DESCRIPTION

Position Summary:

Responsible for the overall leadership, management and direction of parks, recreation and cultural services encompassing arenas, parks and facilities, their development, management and maintenance; recreation programs, including seasonal, fitness, seniors, arts; culture, community development as well as the King Township Museum.

Key responsibilities include: the implementation of legislated and Township policies, procedures and practices, providing advice to management and Council on recreation, parks and cultural matters, staff supervision, development and recruitment; departmental budget, business and long range planning; member of the senior management group, report preparation and attendance at council/committee meetings, development of program and facility standards and policies, developing and maintaining linkages to community groups and agencies, school boards and sport associations, volunteer development.

Reports to:

Chief Administrative Officer

Supervision Responsibilities:

Direct Supervision:

- Manager of Parks
- Manager of Arenas
- Recreation Program Supervisor

- Community Programs Supervisor
- Manager of Facilities
- Museum Curator & Cultural Program Supervisor

Indirect Supervision:

- Facility Booking Clerk (2)
- Facilities Co-ordinator
- Recreation Co-ordinator Programs & Special Events
- Program Co-coordinator, Camps and Programs
- Environmental Stewardship Co-coordinator
- Lead Hand – Parks,
- Lead Hand – Arenas (3)
- Parks Equipment Operators
- Arena Operators
- Seasonal Staff, Summer Students, Contract Staff

Duties and Responsibilities:

- Leads and directs the general management and day to day administration of the Parks, Recreation and Culture Department
- Sets the strategic direction for the department that is aligned with the overall strategic initiatives of the Township
- Prepares and recommends annual capital and operating budgets and forecasts potential funding sources, monitors and administers approved departmental budget, authorizes payment of accounts, ensures compliance with financial management policies and systems
- Identifies, develops, co-ordinates and implements short and long term departmental plans, programs and services , including determining priorities, schedules, resource requirements and opportunities, marketing, community development, analyzing best practices, current conditions and future trends
- Assesses and recommends departmental staffing levels, makes recommendations of department organizational design and participates in the recruitment process
- Ensures high standards and work quality and organizational performance
- Supervises and/or oversees the supervision of departmental staff including performance evaluations, discipline, training and development, work priorities
- Provides resolution and problem solving to staff teams and individuals
- As required by the Occupational Health and Safety Act, ensures adequate training, safety equipment and safe work procedures are in place to foster a strong culture of Health and Safety

- Fosters a positive work environment, continuous improvement and customer service excellence
- Liaises with other department heads on matters involving various municipal interests as they relate to departmental activities
- Reviews and reports on existing and proposed legislation or actions of other levels of government that may impact the Township
- Coordinates the selection process for consultants and contractors, and makes recommendations to Council. Oversees contracts upon award and monitors and evaluates performance
- Attends Council, Committee, Management, Department and other meetings as required or requested
- Prepares reports/recommendations/by-laws and attends Council Committee and other public meetings as Department Head; makes presentations and provides advice/guidance on departmental matters, associated by-laws and regulatory/compliance requirements, tender and other purchasing processes,
- Provides strong community based leadership in the development, co-ordination and management of relationships with a variety of community stakeholders including user groups, community groups, sport organizations, resident associations, business partners, other levels of government, school boards and other stakeholders
- Responds to inquiries from, and/or liaises with members of Council, the general public, internal divisions/departments, other governments/agencies, sport associations, taxpayers, auditors, suppliers, businesses, elected officials, etc. on departmental matters
- Ensures effective issues management and representation to the media, stakeholders and the public
- Assesses township performance both internally and relative to comparable municipalities; provides advice/works with other departments to devise strategies for performance enhancement.
- Attends meetings with counterparts from other municipalities
- Performs other duties that are in accordance with position responsibilities and departmental or corporate objectives as assigned

Qualifications:

University degree in Recreation Studies, Leisure Studies, Public Administration, or Business Administration or equivalent related discipline

Possession of a recognized professional designation, membership in the corresponding professional association

Minimum of five years' experience in the delivery and design of recreational programs

Minimum of five years' experience as a senior manager in a parks, recreation and culture field

Sound understanding of, and demonstrated experience in, public administration, and applicable legislation and regulations

Thorough working knowledge and proficiency in the recreation, parks and culture portfolio, including recreation programming, community development as well as facility and parks management

Demonstrated interpersonal, organizational, communication, and supervisory skills

Demonstrated ability to operate as an accountable leader and as a member of a management team

Working knowledge of computer hardware and software including spreadsheet applications, word processing, presentation and database applications

Excellent analytical research, report writing, project/time management, organizational communication, presentation, problem solving, demonstrated leadership, interpersonal and supervisory skills

Thorough working knowledge of municipal operations in parks and facilities construction and maintenance management; program design concepts and marketing strategies; provincial grant processes and related legislation/regulations including the Development Charges Act, Municipal Act; of contemporary issues facing local government in Ontario; the Occupational Health and Safety Act and contemporary management practices

Ability to work effectively and participate as a member of the management team

Class "G" driver's license in good standing, and reliable vehicle to use on corporate business

Availability to attend evening and/or weekend meetings or other events as required

Conditions of Employment:

Required to manage the Parks, Recreation and Culture Department in an office environment. Work involves mental and visual concentration with frequent interruptions. Excellent verbal and written communication skills required, along with good organizational skills. Must be able to deal effectively with the public, all levels of staff and government, and elected officials. Attendance at General Committee meetings and Council meetings is required.