

**CORPORATION OF THE TOWN OF COLLINGWOOD
JOB DESCRIPTION**

POSITION TITLE: DIRECTOR, PARKS, RECREATION & CULTURE

DEPARTMENT: Parks, Recreation & Culture

REPORTS TO: Chief Administrative Officer

SUPERVISES: DIRECTLY: Manager, Arena
Manager, Parks
Manager, Fitness Centre
Manager, Museum
Coordinator, Events
Administrative Assistant

INDIRECTLY: Parks Staff, Arena Staff, Fitness Centre Staff,
Administrative Staff, Seasonal and Part-time Staff,
Events Staff

May 2011

POSITION SUMMARY

Responsible for the planning, development and general/financial management of the Parks, Recreation & Culture Department comprising arena maintenance/operations, parks and facilities planning/development and maintenance/operations, community/cultural program design and delivery, service level definition, preparation and monitoring of the annual budget, assessment of recreation/parks community needs, review of parkland acquisitions in development applications and subdivision plans, marketing and promotion of recreation programs and facilities, optimization of revenues from public and private sector grants and user fees, materials/equipment acquisition project coordination, provide leadership, development and evaluation of departmental staff, and maintain informative liaison with upper levels of government.

DUTIES and RESPONSIBILITIES

1. Assess parks, facilities and program needs; authorize and/or make recommendations to Council on same and facilitate their construction/implementation.
2. Review and authorize marketing/promotion strategies and publicity materials for Parks, Recreation & Culture programs, facilities and special events.
3. Assess staffing needs and make recommendations for additional complement to Council; participate in the recruitment and selection process, review hiring recommendations and authorize same.
4. Supervise and/or oversee the supervision of departmental staff including performance evaluation and/or review of same, training and development formulation and authorization, discipline, health and safety, promotion/transfer/termination decisions.
5. Develop, review, revise and authorize departmental policies and procedures, construction and equipment specifications, design criteria and service levels and standards.
6. Coordinate, prepare, review and recommend Department's annual capital and operating budgets, forecast any potential funding sources; monitor and administer approved budgets and report on same; and authorize payment of accounts.
7. Respond to enquiries and/or resolve complaints regarding departmental matters.
8. Liaise with community groups, social agencies, other departments/levels of government, utilities, consultants, contractors, developers, professional associations, etc., on matters relating to departmental projects and operations.

9. Prepare and/or review comments on applications of proposed draft plans and official plan amendments with regard to parkland acquisition, and on applications for plans of subdivision, landscape proposals, site plans, tree preservation reports, etc., to ensure applications meet departmental policies and standards.
10. Review and revise, as necessary, policies and practices respecting parkland acquisitions/cash-in-lieu recommendations; and carries out required discussions/negotiations with developers.
11. Develop, revise as appropriate, and recommend user fees and community grants criteria; review and comment on community grant and/or services-in-kind applications/requests.
12. Supervise the preparation and administration of service contracts, equipment tenders and/or other agreements as required; supervise the preparation of designs and tender documents and the administration of parks and facilities constructions, and projects involving extensive on-site field visits/inspections; authorize securities reductions/releases and make recommendations on related change orders.
13. Formulate Terms of Reference and make recommendations on the hiring of consultants to assist with and/or undertake Parks, Recreation and Culture projects as required; monitor their work; and administer the agreement(s).
14. Prepare reports, make recommendations/presentations and attend Council/Committee, Senior Management, community group, public and/or other meetings, as required.
15. Participate as a member of the Senior Management Team providing input on departmental/corporate planning and strategic initiatives; lead and/or participate on project teams, as assigned; and champion the corporate mission and values departmentally, among departmental colleagues and corporately.
16. Perform other duties as may be assigned in accordance with corporate objectives.

EDUCATION, SKILLS and EXPERIENCE

1. Degree in Recreation or related discipline together with a minimum of five years' of significant progressive management experience in municipal parks and recreation environment, or an equivalent combination.
2. Thorough working knowledge of parks and facilities construction and maintenance management, program design concepts and marketing strategies, provincial grant processes, applicable legislative/regulatory standards community development techniques, labour relations principles and practices, and local government functions/responsibilities.
3. Excellent communication, analytical, problem-solving, organizational, report-writing, time management, project management, strategic planning, inter-personal, public relations, leadership, staff development and supervisory skills.
4. Valid Class "G" Driver's Licence.

PHYSICAL DEMANDS and WORKING CONDITIONS

Physical demand requires no undue fatigue regarding sitting, standing and walking. Work is generally conducted in a standard office environment with visual concentration required.

Normal hours of work are 35 hours per week, 8:30 a.m. to 4:30 p.m., Monday to Friday; attend Council, Committee, and other meetings held in the evening and/or weekend, as required.

CONTACTS

Incumbent communicates regularly with all levels of staff, various government agencies, elected officials, consultants, community/special interest groups/agencies, solicitors, architects, developers, suppliers, and the general public.

REVIEW

Incumbent _____

Date _____

Chief Administrative Officer _____

Date _____