



Job Posting Director of Parks and Recreation

The Township of South Glengarry is currently seeking a qualified individual for the position of Director of Parks and Recreation. The ideal candidate must have a highly positive and professional demeanor, be a self-starting, problem solving individual with strong attention to detail and a drive for customer service and teamwork.

Reporting directly to the CAO, the Director of Parks and Recreation is responsible for the management and oversight of recreation programs and services, as well as the management and maintenance of Township facilities and parks.

The ideal candidate will have the following experience and preferred qualifications:

- Post-secondary education in Recreation Sports and Leisure or a related discipline.
- Five (5) years of experience in recreation and/or facility operations with a minimum of two (2) years in a management position with supervisory experience.
- A Certified Facilities Management certification would be considered an asset.
- Communicating effectively in English and French would be an asset.

Qualified and interested candidates must submit their cover letter and resume via email to: Cyndi DeVries, Human Resources Advisor at cyndi@southglengarry.com no later than **October 18, 2019 at 4:00pm**. A complete job description can be found on the Township's website at www.southglengarry.com.

In accordance with the "Municipal Freedom of Information and Protection of Privacy Act", personal information is collected under the authority of the Municipal Act, 2001, as amended, and will be used for the purpose of candidate selection.

Accommodations of persons with disabilities are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance to the Human Resources Advisor, or designate.

We thank all applicants and advise that only applicants selected for an interview will be contacted.

<p>The Corporation of The Township of South Glengarry</p>	<p>Job Description</p>
<p>Position Title:</p>	<p>Director of Parks & Recreation</p>
<p>Group:</p>	<p>Non-Union - Management</p>
<p>Reports to:</p>	<p>CAO</p>
<p>Department:</p>	<p>Parks & Recreation</p>
<p>Prepared By:</p>	<p>Human Resources Advisor</p>
<p>Approved:</p>	
<p>Revised:</p>	
<p>Job Function:</p> <p>Reporting to the CAO the Director of Parks & Recreation manages and oversees the activities and operations of the Parks and Recreation Department which includes recreation activities, facility operations, community centers and accessibility compliance so that these operations are carried out with efficiency and economy. The Director of Parks & Recreation coordinates assigned activities with other departments and outside agencies. This position requires the use of computers and software programs knowledge.</p>	
<p><u>Skills and Qualifications:</u></p> <ol style="list-style-type: none"> 1. Possesses post secondary education in a Recreation Sports and Leisure Diploma, or a related discipline. A Certified Facilities Management certification would be considered an asset. 2. Five (5) years experience in recreation and/or facility operations with a minimum of two (2) years in a management position with supervisory experience. 3. Ability to interact effectively and courteously with all levels of staff and contacts in a Customer Service focused environment, build cooperative working relationships with internal and external customers. 	

4. Ability to keep current with new regulations and legislation pertaining to parks and recreation and accessibility standards.
5. Technical skills related in directing facility and equipment inspections to identify and facilitate/conduct repairs.
6. Demonstrated advanced computer skills including Microsoft Office applications.
7. Excellent report writing skills and communicating effectively in English and French would be an asset.
8. Hold and maintain a valid Class G driver's license and clean drivers abstract.
9. Knowledge of health and safety practices including WHMIS, Propane Handling Ticket and current standard First Aid CPR Certificate.

Direction Received/Independent Action:

10. General direction is provided by the CAO.
11. Follows municipal administrative policies and contractual agreements respecting working conditions, the purchase of goods and services, federal and provincial statutes, regulations and standards with respect to health and safety, design, construction and material requirements of municipal and utility infrastructure as governed by industry standards of practice and code of ethics.
12. Works independently within policy, regulatory and budgetary guidelines, procedures and priorities.
13. Advice and direction with regard to administrative policies and procedures is available from the CAO and the Management Team.
14. Performance is monitored by the CAO through regular reporting requirement and reviews of budget variances and through the Township's Performance Management Program.

Supervision/Direction of other Employees:

15. Reporting directly to the Director Parks & Recreation:
 - Parks & Facilities Lead Hand and Facility Operators
 - Recreation Coordinator
 - Program Coordinator
16. Has full supervisory authority over direct subordinates at Department level and:
 - Reviews performance and reprimands subordinates within policy guidelines.
 - Administers personnel policies and provisions of relevant collective agreement.
 - Participates in the selection of new employees.
 - Determines new employee suitability within the probationary period.
 - Recommends discharge or disciplinary action, when necessary, for unsatisfactory work performance or safety infractions.
17. Must be competent within the meaning of the Occupational Health and Safety Act and must be capable of issuing clear and comprehensible written and oral instructions. Required to ensure workplace meets the requirements of the Act through adherence to technical standards and provision of adequate training and safety equipment for direct and indirect subordinates.

Working Relationships:

Routine Contacts:

18. **CAO** – Direct reporting relationship to discuss issues not covered by policy.
19. **Management Team** – Develop vision for the Township, to confer on policy matters and exchange ideas/information.
20. **Direct Subordinates/Staff** – Discuss and provide advice regarding major structural, equipment planning and maintenance decisions. Coordinate and delegate, as required, the daily operation of all activities associated with the Recreation Department
21. **Managers/Lead Hands** – Coordinate work in progress, mediate disputes and assist in solving problems as they arise.
22. **Other Department Managers** – Plan and coordinate work of Recreation Department with other Departments. Exchange/share information.

23. **General Public** – Representation of the Department with individual citizens, volunteers, community groups/associations, special interest groups and the written and electronic media; liaison with regulatory officials/agencies at the federal, provincial and municipal levels.
24. **Contractors** – Development and maintenance of a contract network with professionals in the field, counterparts in other municipalities and contractors/suppliers; investigation of the feasibility of shared services and programs with neighboring municipalities.

Non-Routine Contacts:

25. **Technical/ Professional Consultants** – Obtain expert opinion/advice and to interact during construction or equipment installation projects. Arrange for services, discuss agreements, work in progress and completed contracts.
26. **Provincial and Federal Ministry Officials/Inspectors** – Obtain expert opinion/advice, information and clarification on standard, procedures and policies, and regulations. (e.g. Health and Safety Act) Discuss regulatory requirements and availability of grants and approvals.
27. **Council** – Attendance at Council meetings to speak on behalf of Departmental reports and issues.

Direct Financial Dimensions:

28. **Operating Budget** – Responsible for the preparation, implementation and monitoring of the annual operating budget.
29. **Capital Budget** – Responsible for the preparation, implementation and monitoring of the annual capital budget.
30. **Grants** – Responsible for researching, preparing and submitting grant funding applications.

Duties and Responsibilities:

31. Meets regularly and informally with Department managers to request and exchange information (e.g. to relay policy changes, assign project responsibility, coordinate schedules, discuss and resolve mutual problems, obtain project updates, hear recommendations and approve or direct action).
32. Direct and participate in the development and implementation of goals, objectives, policies and procedures within the Department. Ensures that the Health and Safety policies are developed and implemented by departmental managers.
33. Establishes policies, operating procedures, work methods and standards for contracted services (i.e., program instruction/delivery, Recreation facilities maintenance, park land planning/development etc.); monitoring of performance of outside suppliers/contractors and initiation of corrective action as required.
34. Reviews results of the Recreation program evaluation and Recreation Facility usage including measures to optimize cost recovery from facility rentals and program fees; identification of improvement requirements with recommendations to the CAO.
35. Establishment of operating procedures, work methods and standards covering the delivery of services/programs in the Parks & Recreation Department in the areas of park planning, parks maintenance and operations, trail maintenance, indoor/outdoor ice rink maintenance and operations, sports fields maintenance and operations, community facilities maintenance and operations, and the scheduling/conducting of recreation and arts/culture programs; monitoring of operations against standards with initiation and corrective action as necessary.
36. Identification and tracking of best practices and trends/advances and asset management in the fields of park planning/development, parks maintenance and operations, trail development and maintenance, community facilities maintenance and operations, recreation program design/evaluation, arts/culture programs and special event planning/organization for possible application by the Township.
37. Regularly inspects Department facilities/infrastructure to observe condition and operations.
38. Forecasting the citizens' demands for Recreation and sports/arts/culture programs and services as well as Recreation facilities and park land planning/development; incorporation of the results of studies/analyses in the periodic updating of the Township's Parks & Recreation Master Plan.
39. Act as key spokesperson for the Township on matters related to Recreation Services and the operation/maintenance of the Township's Parks and Recreation facilities;

provision of technical advice and problem-solving assistance to the Department staff members and the Senior Management Team.

40. Identification and tracking of grants and subsidies available from various federal and provincial agencies/departments and other para-public or private sector sources for the Parks & Recreation Department; on-going in review of feedback with follow-up on user complaints.
41. Confers with CAO and the Clerk regarding correspondence, reports and data for inclusion as agenda items as required.
42. Keeps abreast of community improvement needs and grant programs available through various Provincial Ministries and Federal Departments. Assesses applicability and benefits of grant programs, and makes recommendations to the CAO or Council accordingly.
43. Coordinates and administers day-to-day activities of the Parks & Facilities Lead Hand, Facility Operators, Recreation and Program Co-ordinator.
44. Disseminates information to subordinates to ensure individuals are informed and current. Holds regular meetings with staff to discuss and resolve mutual problems, approve action or provide direction.
45. Required to ensure workplace meets health and safety regulations through adherence to technical stands and provision of adequate training and safety equipment for direct and indirect subordinates.
46. Reviews and authorizes all invoices as per contracts of major material and service contracts.
47. Generates and completes all necessary reports and records as may be required. Attends and participates at Management team meetings, Council and outside agency meetings when requested.
48. Establishes and approves operating procedures, work and vacation schedules.
49. Keeps up-to-date on technical and regulatory developments by attending courses, seminars and conferences as required. Ensures that staff training and development is provided as required for subordinates.
50. Perform other duties as assigned by the CAO.

Physical and Sensory Demands:

- 51. Major daily demands are for moderate to long sensory and muscular strain required to review and scrutinize figures, prepare and review technical reports, plans and cost/maintenance reports.
- 52. Some daily demand for repeated dexterity and agility inspecting job sites.
- 53. Physical strength required to lift/carry supplies, materials, etc.

Mental Demands:

- 54. A level of continuous concentration is required while reviewing and analyzing statistics, reports or contracts, writing reports, reviewing plans, contracts, invoices and cost maintenance reports, attending meetings etc.
- 55. Calls and visits from subordinates, public, superiors and peers may interrupt attention spans for short periods.

Impact of Errors:

- 56. Ensure direct and indirect subordinates follow procedures/legislation to ensure safety of fellow employees and the public.
- 57. Errors could lead to high costs through insufficient consideration of decisions affecting financial or contractual requirements, potential lawsuits.
- 58. Delays can have significant impact on municipal services as well as outside agencies.

59. Errors may lead to charges being laid against the General Manager, CAO, The Corporation or Head of Council resulting in possible fines or imprisonment.

Hours of Work:

60. Required to work seven (7) hour days during normal business hours - with after-hours emergency response – and on occasion may have flexibility in after hour situations.

61. Must provide leadership in emergency situations and have the flexibility to operate outside of normal working hours.

Overtime:

62. Overtime is compensated as per Township Policy

Work Environment:

63. Spends 50% to 60% of the average work year indoors in private office surrounding and operational areas (e.g. arena, parks and community centres)

64. Balance of work year is spent outside, in local travel and on-site, to observe infrastructure condition and to assess problems or work in progress.

Hazards:

65. Infrequent inspection on work sites can have frequent hazards (e.g. trips, falls, moving equipment, fumes).