



MUNICIPALITY OF PORT HOPE

JOB DESCRIPTION

Position: Director of Parks, Recreation and Culture

Department: Parks, Recreation and Culture

Purpose of the Position:

The Director of Parks, Recreation and Culture is responsible for the effective planning, administration, management and operation of the Parks, Recreation and Culture functions, services and mandate, in accordance with all related legislation, statutes and regulations.

Responsible to: Chief Administrative Officer

Supervises: Parks Manager (direct)
Program Manager (direct)
Facilities Manager (direct)
Administrative Assistant, Parks Recreation and Culture (direct)

1.0 RESPONSIBILITIES:

(The following sets out the principle functions of the position and shall not be considered as a detailed description of all work requirements).

- 1.1 Shall through the provision of leadership, vision, strategic thinking, risk assessment/management and fiscal responsibility, direct and manage the department and staff in a manner which promotes the incorporation of best practices and technological advances, Corporate goals, priorities, mission and values and shall ensure actions support short and long range growth management and the interests of the public. Furthermore, the Director shall ensure that the actions of the department and staff are in compliance with Corporate Policy, Strategic Plan and all applicable Municipal, Federal and Provincial requirements;
- 1.2 Shall be responsible for demonstrating positive leadership through the supervision of staff, including directing/guiding work assignments, performance management, identification

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and support of professional development needs/training, administration of payroll, coaching, motivating and empowering staff;

- 1.3 Shall oversee the management of recreational services, programs, special events and facilities offered by the Municipality; provide short and long term planning/direction on operations, management and service offerings;
- 1.4 Shall oversee the management of parks, waterfront property, trails and harbour; provide short and long term planning/direction on operations, management and service offerings;
- 1.5 Shall conduct research, reviews and evaluations of funding opportunities, programs, services, facilities, amenities, cooperative initiatives, joint provision of services, partnerships and new trends/practices, to determine suitability for the provision or continuation of parks, recreational, cultural programs and affiliated services;
- 1.6 Shall represent the department and provide advice to Council, the public, special purpose bodies, committees, government agencies, stakeholders and interest groups by communicating information, corporate objectives, recommending courses of action and facilitating solutions affecting administration and/or service delivery and shall attend Council meetings, Committee of the Whole meetings and other Committees of Council as required;
- 1.7 Shall develop and manage the Parks Recreation and Culture's operating and capital budget: to optimize programs and services with financial accountability to the taxpayer; monitor and ensure expenditures are consistent with operating objectives; and source funding programs wherever available;
- 1.8 Shall be aware of the Municipality's "Health and Safety Policy" program and shall be knowledgeable of and committed to the Ontario Health and Safety Act, including WHMIS procedures. Shall take all reasonable and necessary precautions to ensure the safety of oneself, other employees, the public and any person likely to be affected by the employee's acts or omissions;
- 1.9 Shall be knowledgeable of the Municipality's "Health and Safety Policy" and shall ensure that Departmental operating

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procedures comply with these provisions and those of the Occupation Health and Safety Act and its regulations, including WHMIS. Shall take all reasonable and necessary precautions to ensure the safety of oneself, other employees, the public, and any person likely to be affected by the employee's acts or omissions. Shall participate as required by the Municipality's Emergency Plan;

- 1.10 Shall make recommendations to the Chief Administrative Officer or designate with regards to hiring, promotion and dismissal of employees under his/her direction. The Director will support the Chief Administrative Officer or designate in matters related to Human Resources for the Department;
- 1.11 Shall review and make recommendations for changes to the organizational structure and/or job descriptions as required or requested;
- 1.12 Shall personally strive to provide a positive, professional image to the public and promote the mandate of the Municipality and the Department;
- 1.13 Shall maintain a liaison with the media, other municipal administrations, local boards and utilities, government ministries, community groups and organizations to ensure good public relations, exchange of knowledge, solutions and best practice improvements related to the work of the department and the Municipality;
- 1.14 Shall adhere to high standards of ethical behaviour and demonstrate his/her understanding that his/her personal actions impact the public's perception of the Municipality; and
- 1.15 Shall perform other duties as may be assigned.

2.0 KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- 2.1 University degree in Recreation and Leisure studies (or related field) with five (5) years of related work experience;
OR

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- 2.2 Community College diploma in Recreation and Leisure studies (or related field) with seven (7) years of related work experience;
- 2.3 Five (5) years Management/supervisory experience;

Skills and Abilities

- 2.4 Thorough knowledge of all Municipal, Provincial and Federal regulations and statutes related to Ontario Municipalities;
- 2.5 Supervisory, employee development and leadership skills;
- 2.6 Verbal communication skills including courtesy, tact, discretion, explanation, judgment, persuasion and presentation skills;
- 2.7 Written communication skills including grammar/spelling skills for proofreading, editing and writing of reports/correspondence;
- 2.8 Interpersonal and customer service skills;
- 2.09 Planning, organizational and time management skills (e.g. strategic, project and budget);
- 2.10 Problem solving and decision making skills; and
- 2.11 Intermediate computer skills including expertise on Email, Word and Excel software required;

3.0 OTHER

- 3.1 Valid and satisfactory 'G' drivers license and access to own vehicle; and
- 3.2 Valid and satisfactory Police Records Check with Vulnerable Sector Search.

4.0 WORKING CONDITIONS:

- 4.1 Office environment;
- 4.2 Availability to attend after-hours meetings on a weekly basis.

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- Position:** Permanent, Non-Union
- Hours:** 35 hours per week with some requirement to work additional hours
- Compensation:** Salary range from \$75,839 to \$92,183 based on 2009 rates
- Benefits:** Eligibility for enrolment in the Group Health, Dental and Life Insurance benefit plan after three months and the Ontario Municipal Employee Retirement Pension Plan in accordance with plan guidelines
- Application process:** Please submit your resume by **Monday March 22, 2010** to:

Human Resources Manager
Municipality of Port Hope
56 Queen St.
Port Hope ON L1A 3Z9

Email: HR@porthope.ca
Fax: 905-885-7698
Phone: 905-885-4544

The Municipality of Port Hope thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Municipality of Port Hope is an equal opportunity Employer.