



JOB DESCRIPTION

TITLE: DIRECTOR, PARKS, RECREATION & CULTURE

DEPARTMENT: Parks, Recreation & Culture

Position Last Evaluated: N/A

Job Desc. Last Updated: N/A

GENERAL ACCOUNTABILITY

Reporting to the General Manager, Community Services, the Director is responsible for providing overall leadership to the Parks, Recreation & Culture Department. The Director's primary responsibility is to provide strategic leadership and direction for parks, recreation and culture services that enhance community well-being, promote lifelong wellness, support cultural vitality, advance reconciliation, equity, accessibility, and inclusion, and contribute to a healthy natural environment.

This leadership position plays a significant role in overseeing and managing a large workforce of unionized and exempt employees. The Director is responsible for the planning and provision of a wide range of community services, amenities, and facilities. This includes natural asset stewardship; parks operations and acquisitions; recreation, wellness, and cultural programming, events, and services; and management of community and cultural centres/amenities. The Director is a member of the City's Senior Management team and participates in the overall planning, administration and management of the City.

NATURE AND SCOPE OF WORK

Through a team of managers, plans, organizes, directs, coordinates, and controls all services and programs provided by the Parks, Recreation & Culture Department.

Champions a responsive, accessible and service-oriented department culture that supports respectful, timely and solution-focused service to other City departments, community groups, residents and stakeholders.

Supervises, mentors, and promotes the professional development of managers and staff, including motivating, setting expectations, and performance management.

NATURE AND SCOPE OF WORK cont.

Advises and guides managers and staff and assists with difficult labour relations, administrative, or technical issues.

Investigates and resolves issues where potential departmental conflicts may develop within the organization, with the public, staff, or external agencies.

Leads the department in alignment with Council priorities as established through strategic plans and other Council direction to achieve community wellness, cultural vitality, environmental stewardship, and long-term protection of natural assets.

Uses data, evidence, and best practices to anticipate evolving community needs, trends, opportunities, and changes in the external environment, and to plan, evaluate and adapt programs, services, and service delivery models accordingly.

Works collaboratively and closely with the Facilities Department to ensure building operations, maintenance, planning, and investments meet Council priorities, evolving community needs, service expectations, and growth.

Prepares and monitors operating and capital budgets to meet current and future service levels, City policies and identified Council priorities.

Develops and monitors community service agreements and promotes neighbourhood community participation in the planning and operation of services.

Oversees the planning and development of events, sports, and cultural tourism initiatives, in collaboration with partner agencies.

Coordinates public involvement processes and represents the department at public and community group meetings regarding parks, recreation, and culture services.

Provides advice to Council, community groups and staff on parks, recreation and culture, development, operations, and stewardship matters.

Seeks out opportunities to maximize consultation, collaboration and/or partnerships with various agencies, businesses, and organizations to achieve mutual goals and objectives.

Attends meetings of Council, its committees, and related groups as required, makes observations, suggestions, and recommendations as appropriate, and provides advice, guidance and direction on parks, recreation, and culture matters.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of municipal parks, recreation and culture service delivery systems, principles and emerging trends for services, policies, programs, and facilities.

Thorough knowledge of the principles, practices, methods, and procedures involved in department operation and administration.

Good knowledge of British Columbia local government, the statutes, bylaws, regulations and policies affecting parks, recreation, and culture services.

Knowledge of reconciliation, equity, accessibility and inclusion principles and their application to municipal parks, recreation, culture, public engagement and community service delivery.

Ability to understand and meet the needs of community members of all ages and stages of life through inclusive, accessible, and responsive service planning that promotes lifelong wellness.

Ability to work effectively across cultures and with a diversity of individuals, communities, and groups, with a respectful and inclusive approach to engagement, decision-making and service delivery.

Ability to build and maintain effective relationships with Council, staff, community organizations, other levels of government, businesses, and residents.

Strong leadership skills, leading with a high degree of integrity and accountability, and with the ability to influence, facilitate, negotiate, and build consensus.

Strong political awareness and sound judgment in the development of policy, service delivery, and stewardship decisions.

Strong problem-solving skills, including the ability to assess complex operational, political, labour, community and environmental issues and develop sound, timely and practical solutions.

Ability to identify opportunities, advance innovative approaches, and improve programs and services in innovative and creative ways to better meet community needs.

Excellent verbal and written communication skills including strong public presentation skills, and the ability to prepare clear and concise technical reports.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Degree in a related discipline (e.g. Parks and Recreation, Culture Services, Resource Management, Business Administration or Community Development) from a recognized educational institution and a minimum of 8 years' of progressively responsible related experience, including significant experience in a senior management role in a unionized environment.

An equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS

Possession of a valid Class 5 BC Driver's Licence.

Satisfactory Criminal Record Check.

DESIRABLE TRAINING, EXPERIENCE, AND/OR CERTIFICATION

Master's Degree in a related discipline, local government administration training, or training in environmental stewardship or public engagement would be an asset.

GENERAL STANDARDS

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.