

Recreation Services Manager

Community Services Department
Recreation & Community Development Division

(Permanent full-time)

Posting No. 477(222)

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Plans, organizes, and directs the activities within the assigned area in order to maximize use of recreation facilities, programs and services in response to market demand.
2. Manages assigned staff; hires, assigns work schedules, assesses staffing needs, identifies and pursues other resources if necessary and performs layoff and recall. Plans and approves staff development. Conducts performance management and, when required, disciplinary action.
3. Selects programs and services to meet community and customer needs; promotes, implements, evaluates and/or retires programs based on defined business goals and outcomes and in response to market demand and customer feedback.
4. Prepares, coordinates, and monitors the operating and capital budgets for the assigned area; including annual reporting of area activities and recommends available resources for allocation.
5. Manages public consultation processes to ensure the recreation infrastructure is developed to support volunteer and other agencies' program delivery roles and to develop a framework for partnership agreements.
6. Represents the department in discussions and negotiations with other departments and external agencies related to maintaining and monitoring standards for safety, cleanliness, and security of the assets, sport field, golf course and recreation facility development and emergency social services plans.
7. Negotiates partnerships, leases, operating agreements and other related contracts, and represents the department on any partnership or management committees. Develop a strategy to approach and acquire sponsorships for selected programs and facilities.
8. Provides, and seeks from front-line staff, advice and direction to ensure customer service processes are responsive, adaptive, and accessible.
9. Provides support to assigned committees by attending meetings, preparing reports and coordinating projects.
10. Coordinates the provision of information and / or resources, to assist the marketing staff in developing marketing campaigns to promote the program and rental opportunities available.
11. Performs other related duties as assigned.

QUALIFICATIONS:

- Degree in recreation administration, kinesiology, leisure studies, commerce or a related field.
- Four to six years' progressively responsible recreation experience including municipal facility operation or program development experience, including two years supervisory experience.
- Thorough knowledge of the philosophy and objectives of public recreation and community development principles and processes.
- Knowledge of the role of the municipality in recreation and leisure services delivery.
- Knowledge of current literature, standards, trends, and practises applicable to facility operation, program planning, and customer service.
- Ability to direct and support staff in achieving identified results.
- Ability to provide leadership and empowerment to achieve results through others.
- Ability to develop and present budgets, and control available resources to achieve expected results.
- Ability to develop and maintain effective working relationships.
- Ability to negotiate rental/usage agreements through problem-solving, consensus, stakeholder involvement, and dialogue.
- Ability to express ideas and concepts effectively in oral and written form to a variety of audiences.
- Demonstrated skill in operation of word-processing, databases, and spreadsheets.
- Possession of a valid Saskatchewan Class 5 Driver's Licence.
- Current driver's abstract from SGI demonstrating a safe driving record.
- A vehicle suitable for use in the performance of duties is required.

SALARY:

\$6,560.44 to \$7,724.98 per month (2016 rates)

CLOSING DATE:

Wednesday, September 12, 2018