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Community



Integrity



Respect



Innovation



Passion

Assistant Director – Recreation

Regular Full Time

Competition 2020-132

As the third largest City in British Columbia, the City of Burnaby is committed to creating and sustaining the best quality of life for our entire community. As a City, we provide facilities and services that support a safe, connected, inclusive, healthy and dynamic community. With this in mind, comes great responsibility – we seek likeminded individuals who are passionate about the community, work with integrity and respect, and are innovative when it comes to the work and services Burnaby provides to our citizens.

We are currently recruiting for an innovative and strategic Assistant Director – Recreation to lead our outstanding team of Recreation professionals. The Parks, Recreation and Cultural Services Department ensures that the community has opportunities for personal growth through leisure-time activities. The Assistant Director – Recreation will play an instrumental role in planning, organizing and directing the overall operation of our excellent recreation facilities, programs and services to meet the existing and emerging needs of the community in an effective and efficient manner. The successful incumbent will prepare, present and monitor operating and capital budgets; participate as a member of the departmental senior leadership team to define and develop strategies and coordinate inter-divisional affairs and the department's planning process; lead the development of short and long range plans, goals, objectives, policies and programs and provide direction and guidance to subordinates including recruitment, performance management, training and coaching. As our city evolves, everyone involved with the department remains dedicated to ensuring that our parks, facilities, programs and services continue to be a benchmark for the rest of the country. If you are looking for an opportunity to shape and influence our community this may be the position for you!

The ideal candidate will possess a degree in Recreation Management or other related discipline plus 10 years progressive operational management experience in Parks, Recreation and Culture preferably in a large municipality. The role requires expert knowledge of leadership concepts; principles and objectives of a community development approach to deliver recreation services; financial and information management systems; human resources, labour relations and safety matters related to staff management. The ability to plan, assign, train, mentor and review the work of staff and to hire, orient, lead and motivate same is critical to the success of the role. The successful incumbent will deal with confidential and sensitive information and employ conflict resolution and consensus building throughout the organization. The role requires skill in the use of various software applications. Driver's Licence for the Province of British Columbia is required.

Please submit your application no later than **Wednesday October 28, 2020.**

Copies of relevant professional certificates or degrees will be required at the time of the interview. We thank all candidates for applying, but only those short listed will be contacted. Please contact Human Resources at 604-294-7303 if you do not receive a confirmation email within one hour of submitting your application online.

Reference: # 50002549

