



DIRECTOR OF COMMUNITY SERVICES

The City of Belleville, known as the 'Friendly City', is located at the mouth of the Moira River where it meets the picturesque Bay of Quinte. Experience world-class fishing, boating, cycling and walking along approximately 14 kilometers of waterfront trails. Situated between Toronto and Montreal, and less than one hour from the U.S. border, the City truly is at the center of it all. Over 55,000 people make Belleville their home and over 220,000 live within 30 minutes of the City. We are in close proximity to Prince Edward County where you can discover award winning wineries and numerous beaches including Sandbanks Provincial Park. We are home to Loyalist College of Applied Arts and Technology as well as Albert College, Canada's oldest co-ed boarding independent private school. The historic downtown core provides numerous restaurants, shopping and live music and theatre venues for an amazing cultural experience. Our inviting blend of small town warmth and big city amenities, quality of life and affordable housing make Belleville the perfect place to live, work and play. More information is available at www.belleville.ca.

This is an exciting opportunity, to lead a newly created Community Services Department which will deliver a diverse array of services to the City of Belleville residents, visitors and businesses. Reporting directly to the Chief Administrative Officer, the Director of Community Services is an essential member of the Executive Management Team.

We are looking for a highly motivated, strategic and dynamic leader who has a diversified portfolio of experience leading a number of municipal divisions, embraces change, and is interested in taking charge of leading this newly created department. The successful candidate will have a positive impact on our corporate culture by demonstrating the City's core values; Honesty, Integrity, Respect for Others, Compassion and Professionalism. Your reputation for high ethical standards and commitment to excellence, dedication and service will set you apart.

OVERVIEW OF THE DEPARTMENT:

The Community Services Department provides services in the following 4 areas: (1) Recreation, Culture, and Facility Management, (2) Fire and Emergency Management, (3) By-Law Services, and (4) Transit Operations.

The Recreation section oversees all City recreation programs, bookings and rentals as well as marketing and customer service, all operated out of the Quinte Sports and Wellness Centre, a 330,000 square foot state of the art facility. The Culture section oversees all Museum Services, including the Glanmore Historic Site, as well as Community Archives for the City of Belleville and Hastings County. The Facility Management section oversees all arena maintenance and caretaking, as well as City-owned building maintenance and caretaking, facility rental services, meeting room support, and program registration.

Belleville Fire and Emergency Services provides a wide range of programs and services including public fire & safety education, fire prevention, investigation and enforcement, and fire suppression, while overseeing 5 fire stations within the City limits and leading the Corporation's Emergency Operations Centre.

Belleville By-Law services provides service in the areas of licensing and investigating complaints on private and public property in such areas as: vehicle parking, animal control, building and construction, licensing, noise, zoning and business regulation, and management of

public recreation areas.

Belleville Transit services the community with reliable, accessible transportation through both traditional, on demand routes, and mobility transit.

YOUR OPPORTUNITY TO MAKE A DIFFERENCE

The position will successfully manage a diverse operational portfolio with accountability for several units including Public Transit, Fire and Emergency Services, Recreational Programming and Culture, and By-Law Services. The role involves offering fiscal leadership and oversight to the Department; providing strategic advice to the CAO and elected officials; instilling corporate values that are aligned to the municipality's strategic goals and objectives to support the establishment of policies and programs; liaising with external government agencies and other key stakeholders; and coaching, leading and mentoring staff. The position functions as a key resource role for Council members and ensures that all services and operations are professionally sound and acceptable to Council and the community.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

As a member of the Executive Management Team, the primary responsibilities include:

- Oversee the development of a variety of community services and strategies, goals and objectives for review and approval of the CAO and Council and implement these strategies to achieve Council's approved long term and yearly goals.
- Evaluate and recommend efficiencies across various Divisions including Public Transit, Fire and Emergency Services, Recreational Programming and Culture and By-Law Services and drive continuous improvement and operational/program development and review.
- Oversee the development, administration and evaluation of Divisional long range plans, major works programs, capital project planning and operating budgets which effectively utilize available resources.
- Prepare and submit annual capital and operating budgets for the Department and direct the development of and monitor performance against the annual department operating and capital budgets.
- Oversee the development and evaluation of programs for each Division within the Department, ensuring efficient and effective business plans are developed and monitored for each division.
- Promote, develop, implement and maintain partnerships with a wide range of community groups to enhance the provision of services to the community, maximize service delivery; establish new programs and ensure regulatory compliance.
- Organize, direct and evaluate the performance of Divisional leads and other direct reports; establish performance requirements and personal development targets.
- Oversee adherence to health and safety procedures; Ensure compliance with applicable legislation such as the *Occupational Health and Safety Act, Workplace Safety and Insurance Act*, etc.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

WHAT YOU BRING TO THE ROLE:

- **Leadership:** Motivating and forward thinking with a proven ability to inspire, provide effective leadership reflecting professionalism, integrity and accountability with a focus on creating a strong team environment.
- **Critical Thinking:** Progress, diversity and efficiencies champion with the ability to make timely decisions. Analyze complex issues in order to develop sound conclusions, recommendations and courses of action.
- **Labour Relations:** Ability to maintain strong and effective labour management relations.
- **Relationship Management:** Building a positive rapport and relationships both internally and externally with effective human relations skills in working with employees, departments, municipal council and external stakeholders and organizations.
- **Interpersonal and Communication Skills:** Strong organizational, analytical, presentation and professional written communication skills. An effective communicator and collaborator building trust and camaraderie within the Department and across the organization.

EDUCATION/SPECIALIZED TRAINING/SKILLS:

The position will require:

Essential (minimum) Qualifications:

- University degree in Public Administration, Business Administration, Recreation Management, Civil Engineering, Emergency Management or related discipline.
- Thorough understanding and knowledge in the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records, organization and functions of an elected Council.

Asset (preferred) Qualifications:

- Certified Municipal Officer (CMO), Project Management certification (PMP), Professional Engineer (P. Eng), Certified Engineering Technologist (CET), Fire College Certifications - including certification in fire prevention, education, communications, and suppression or equivalent certification/designation is considered an asset.

WORK EXPERIENCE:

Essential (minimum) Qualifications:

- 15 years' experience delivering community services in a municipal government setting, including minimum 10 years' experience at an executive leadership/managerial level along with at least 5 years' experience in any 2 of the following service areas: By-law; Fire and Emergency Management Services; Transit; or Aquatics, Arenas, Community Centre or Community and Recreation Programming.

WHAT'S IN IT FOR YOU:

- Competitive extended health benefits
- OMERS Pension Plan employer-matched contributions
- Potential for hybrid work arrangements to allow you to prioritize your well-being and to provide flexibility in your work
- Current rate of pay under review pending completion of a total compensation review
- Opportunity to lead a newly created department with extensive opportunity for creativity, feedback, and change management

- Live, work, and play in the beautiful city of Belleville and experience all that it has to offer

Position Type: Permanent Full-Time, Executive Management Level

Closing Date: May 19th, 2022 at 4:30 p.m.

Department: Community Services

File Number: SV22-61

Employee Group: Management and Administrative Group

Work Location: Potential for hybrid work arrangement (combination of remote work and in-office)

Salary: 2022 compensation levels currently under review

How to Apply:

careers.belleville.ca

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). We thank all applicants who apply but advise that only those selected for an interview will be contacted.

The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.

Applicants will be required to provide at their own expense a satisfactory criminal reference check dated within the past six (6) months, proof of full vaccination against COVID-19, and if deemed a requirement of the position, a driver's abstract to the Human Resources Department on or before the date of the interview but no later than the commencement of employment if selected.