



**The Corporation of the City of Brantford
Parks and Recreation Department**

requires

Director of Parks and Recreation

Job ID# 2111

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment (within 200 km of the City of Brantford boundary). The City is committed to the professional development of our staff and invite you to come, grow with us!

The City is hiring a key leadership role in Parks and Recreation Services. Reporting to the Commissioner of Public Works, the Director of Parks and Recreation Services oversees the various operational sections including horticulture, forestry and cemetery services, parks operations such as turf, park, golf and trail maintenance, as well as community recreation, arenas and facilities. The position also manages and develops strategic plans and long-range capital and operating budget forecasting.

The Director of Parks and Recreation Services provides a broad range of responsibilities and duties. Major obligations include, but are not limited to the following:

- Develop departmental goals and objectives that are coordinated with Council approved priorities and directs operations to achieve these goals and objectives.
- Communicates defined goals/objectives to staff, the residents and community partners and encourages staff to participate in the continuous improvements of ongoing and new programs and initiatives.
- Prepares and presents information/reports and implements directed actions required from Council.
- Administers applicable legislation and regulations relevant to the department and programs, as well as collective agreements and other corporate policies. Coordinate departmental policies and regulations with Provincial legislation/regulation changes and updates.
- Continuously reviews the department for efficiencies, policy and procedure changes, organizational review and setting service level expectations.
- Experience in facility management, forestry, arena and aquatic/fitness operations, community recreation, parks operations, horticulture, cemetery, and golf operations.
- Experience in human resources management practices (recruitment, development, and performance management) in accordance with approved policies to ensure an effective team and a positive work environment.
- Delivery of recommendations from various strategic plans (Council Priorities, Parks and Recreation Master Plan, and other plans).
- Develops and implements departmental approved Operating and Capital Budgets, monitors and takes appropriate actions to ensure adherence to the approved budget.
- Review and oversight of tenders and quotes, coordinate tendering, undertake negotiations, and undertake purchasing and accounts management of applicable budgeted works.
- Develops and delivers cost-effective parks, arenas, programs, and services for the community. Oversees programs, project and/or contract management relative to operations and capital projects.
- Instills effective public relations with residents, Associations, customers, and visitors to sustain a positive image for the City of Brantford.
- Represents the City, as required, at relevant meetings.
- Other duties as assigned.

QUALIFICATIONS

- Must possess, at minimum, a 4-year university program or equivalent in Parks Management, Recreational Leadership or Business Administration.
- Minimum of ten years of progressively responsible experience in the municipal sector combined with exceptional leadership abilities.
- Must be committed to professionalism and teamwork, possessing a comprehensive knowledge of contemporary practices and legislation with a strong emphasis on customer service, communication, and mentoring.
- Strong analytical, problem solving and decision-making skills in order to assess multiple issues and complex projects and develop options and recommendations for implementation.
- Must have excellent computer literacy with knowledge of Microsoft Office software.

WAGE/SALARY RANGE: \$71.51 to \$89.39 per hour plus benefits.

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, July 4, 2024, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.