

Cultivate Your Career



SENIOR MANAGER, PROGRAMS & SERVICES PERMANENT FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Recreation & Parks
Location	110 Carleton Drive, St. Albert
Compensation	\$137,924- \$ 166,321 per annum
Closing Date	September 13, 2024
Competition #	24/161

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 70,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert is recruiting an individual to join our Recreation & Parks department as a Senior Manager, Programs & Services.

Reporting to the Director, Recreation & Parks, this position will be responsible for the overall management, direction, long range planning and oversight to the operations of City of St. Albert's major recreation facilities including Servus Credit Union Place, Fountain Park Recreation Centre, Grosvenor Outdoor Pool and Woodlands Water Play Park. The position leads a large, diverse team of permanent and casual employees and is responsible for financial management, asset management, strategic planning, and people leadership.

The key responsibilities will include:

- Overseeing of the operations of major recreation facilities, ensuring efficient service delivery and adherence to legislation and policies.
- Utilizing corporate guiding documents to align staff workloads, develop work plans/processes, and incorporate industry trends into strategic plans.
- Guiding staff through project management processes and act as Project Sponsor for major capital projects, ensuring alignment with Asset Management policies.
- Building and maintaining collaborative relationships with other City departments to provide integrated and seamless service delivery.
- Aligning with and fostering a positive culture within the department and the organization, while managing three branches with multiple direct and indirect reports. This includes providing coaching and mentorship, and ensuring compliance with all legislative requirements, including HR and safety.
- Conducting public presentations to Council, at engagement events, and in media interactions.

The individual we seek has excellent communication, leadership, problem solving and diplomacy skills, with experience in customer service, business operations, and planning. They will use situational leadership to adapt to various people-centric situations and possess strong negotiation and conflict resolution skills.

QUALIFICATIONS

- A bachelor's degree in Recreation, Physical Education, Business or a related field and greater than 5 years of related managerial experience required. A master's degree is an asset.
- Extensive expertise in managing recreation facilities and understanding community recreation needs.
- Proven track record of effectively leading large teams in a municipal environment, ensuring operational excellence and a positive workplace culture.
- Successful experience in cultivating partnerships with community and sport organizations to enhance service delivery and community involvement.
- Strong background in asset management and project oversight, ensuring efficient implementation of capital plans.
- Applicants must possess a valid class 5 driver's license and a reliable vehicle.

COMPENSATION

\$137,924- \$ 166,321 per annum. In addition, the City of St. Albert provides a generous benefits package that includes a pension plan (LAPP) and four (4) weeks of annual vacation entitlement.

HOURS OF WORK

This position works 40 hours per week, Monday – Friday (8:00 – 5:00) and receives one Earned Day Off (EDO) per month

The successful applicant will be required to obtain a satisfactory police information check.

Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert employment website www.stalbert.ca/employment

CLOSING DATE

September 13, 2024

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.