

Clarington

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The Corporation of the Municipality of Clarington Public Services Department requires a Director, Community Services

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at careers@clarington.net.

Who we are

Clarington is one of eight lower tier municipalities in Durham Region. With a population of 107,000 people and growing, Clarington is just one hour from the Greater Toronto area and offers residents a blend of city living and rural charm. The corporation is made up of five departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We are committed to being an employer of choice by attracting, retaining, and providing support and opportunity to reach career ambitions; creating an innovative environment for people to thrive; and we value work life balance creating an environment for flexibility.

Clarington promotes a culture of corporate excellence that is built on the core values of accountability, integrity, and respect. These values will guide the Municipality as it works to enhance the quality of life in our community. They define what we stand for, how we do our jobs, how we treat one another and how we serve the people of Clarington.

What the role entails

Reporting to the Deputy CAO, Public Services, the Director, Community Services is responsible for the strategic leadership and overall administration and management of the Community Services Division including recreation, sport, arts, culture, aquatics, fitness and leisure programming, facility rentals and allocation, facility operations, community development and special events. The successful candidate will drive business and revenue growth through strategic planning, innovative programs and identifying new opportunities to expand offerings and enhance financial performance. As a key member of the Public Services Leadership team, you will lead your respective division by instilling the corporate values of Accountability, Integrity and

Respect and strategically tie the divisions workplan to the municipality's strategic plan. Working with the Public Services Leadership Team, you will provide recommendations and guidance on emerging policy, divisional issues, resource requirements and service level changes.

Responsibilities

The following responsibilities and duties of this position include but are not limited to:

- **Departmental Leadership:** provides leadership to staff for the development of programs, policies and procedures for services delivered by the Community Services Division. Performance coaching and ensuring best practices for staff development are implemented for all levels of Community Services staff.
- **Strategic Planning:** provide advice and recommendations to the Deputy CAO on divisional and corporate policies, projects, plans, budgets, activities, operations, and maintenance as they relate to the services delivered by the division and long-term sustainability and growth.
- **Budget Management:** develops, manages, and administers multi-year capital and operating budgets for the division ensuring financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, and budgets are effectively managed in compliance with corporate policies.
- **Project Management:** ensure projects follow project management principles and milestone delivery on project schedule timelines, plans are comprehensive and address operational, service level and continuous improvement initiatives.
- **Community Service and Engagement:** collaborate and engage with various community stakeholders, attend public meetings, and address concerns related to community services operations to maintain positive community relations and deliver services in alignment with corporate Customer Service Excellence expectations.
- **Reporting:** ability to prepare business cases, reports, briefing notes, and recommendations for Senior Leadership and Council. Ensure reporting and recommendations are completed to update the community through communications plans. Reports and recommendations are based on both quantitative and qualitative data.

Qualifications

The successful candidate will possess:

- Post Secondary education in Public Administration, Recreation and Leisure, Business or equivalent/related field
- 8-10 years of progressively responsible management experience
- Experience in a Municipal Unionized environment will be considered an asset.
- Experience planning and leading complex projects, policy and program development
- Continuous improvement, project management or Lean Six Sigma training would be considered an asset.
- Demonstrated high level of critical thinking with the ability to perform in a proactive and strategic manner, plan, prioritize and balance multiple responsibilities and shifting priorities successfully.
- Demonstrated ability to perform duties, lead teams, and deliver services and projects with tact and diplomacy in a client-focused manner.
- Excellent communication skills, report writing and presentation skills.

What we offer you

- Salary: \$167,486 to \$203,580 – Grade 13 of the 2024 Non-Affiliated Salary Administration Program
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- Hours of work: 35 hours per week
- There may be a requirement for some evenings, weekends and holidays as required to attend events or manage operational situations.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.

Additional information and requirements

Prior to starting the position, the successful candidate must provide, at their own expense, a current (with the last 180 days) satisfactory criminal reference check directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

How to apply

To view this position and to submit your application online, please visit www.clarington.net/careers. Applications will be accepted until **Friday September 13, at 11:59pm**

This job competition number is **File # 100-24**

We thank all applicants for their interest. However, only those under consideration will be contacted.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.