



## An Opportunity to Join Our Dynamic Team ... in a Dynamic City

The Corporation of the City of St. Thomas has an opening for the following position:

### **DIRECTOR OF PARKS & RECREATION**

Permanent, Full Time

St. Thomas is a community growing in size and strength and is home to about 40,000 people. Conveniently located close to Port Stanley, London, and Highway 401, it's the perfect location in Southwestern Ontario. With a rich heritage but a modern atmosphere, there is nowhere better to thrive than St. Thomas.

#### **POSITION SYNOPSIS AND PURPOSE:**

This non-union position, under the general direction and guidance of the City Manager, the Director is responsible for the overall strategic development and administration of the departmental policies and procedures –administrative and operational; developing and implementing short and long term business plans to ensure the parks and recreational activities meet the needs of the community and staff. The position is the departmental representative on various corporate committees. The Director acts as the primary contact point for Council, staff and public to provide clarification of policy and operations-related issues. Responsible to ensure public enquiries are effectively resolved. The Director is a member of the Corporate Senior Leadership Team and is required to participate in corporate initiatives not directly related to scope of responsibility.

#### **MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES:**

##### **Operations (50%)**

- Prepares and administers within approved limits, the annual departmental operating and/or capital budgets.
- Develops and recommends short and long term departmental plans for all services that are provided by the department. Ensures that the delivery of service in the areas of responsibility meet regulatory requirements and internal quality control standards.
- Develops, recommends, coordinates and administers strategic department policies, procedures and standards specific to the divisions/service areas within the Department.

- Ensures the maintenance of records and data necessary by law and useful in the planning and evaluation of departmental functions.
- Ensures the maintenance, care, custody and perpetual inventory of all departmental equipment.
- Ensures information to the Community regarding the policies and practices of the Department is current.
- Ensures the maintenance of technical, statistical, and other pertinent data, necessary by law, and considered useful in the planning and evaluation of departmental functions.
- Coordinates research and oversees the completion and submission of external grant/funding opportunities for the Corporation within the areas of responsibility.
- Ensures that cash, receipts, billings, grants etc. are collected/received and accounted for in accordance with procedures and controls specified by the Director of Corporate Services/City Treasurer.
- Directs the operation and maintenance of the Corporation's recreational and park facilities ensuring optimum goals and standards are met.
- Develops and implements short and long term business plans for parks, recreation and programming activities and events.
- Conducts surveys, analysis and makes recommendations on the recreational needs and interests of the community including additional facilities and programs.
- Liaises with various community groups, agencies or individuals, which provide or propose to provide parks and/or recreation facilities in and for the community.
- Ensures the development and implementation of such recreation programs as may be approved and/or sponsored by Council.
- Ensures that an adequate level of service in the provision of Community Services Programs is provided to the City.
- Performs such other duties necessary to maintain the continuity of the Department functions for the Corporation.

#### **Administration (30%)**

- Maintains effective working relationships with City Council, municipal departments, related Boards and Commissions and relevant departments of senior levels of Government.
- Attends all Council meetings and prepares reports for all Council meetings and any Committee meetings that have topics related to the incumbent's jurisdiction.
- Acts as a resource for Council, municipal departments, related Boards and Commissions and various groups and individuals within the community.
- Represents the City at relevant hearings.
- Actively participates in Corporate Senior Leadership Team meetings and activities.
- Responsible for approving all purchases for major operating works and services (consultants, contracted services, equipment, etc.), within guidelines of the City's Purchasing By-law.

**Human Resources (10%)**

- Creates and maintains an environment oriented to trust, open communication, creative thinking, and cohesive team effort; including but not limited to, providing and communicating a vision, motivating, inspiring, coaching/mentoring and training and development of the departmental team, facilitating innovation, problem solving and collaboration, and maintaining healthy group dynamics.
- For all personnel holding authorized positions under the incumbent's direct supervision and subject to the Human Resources Policies of the City:
  - Selects and hires employees,
  - Appraises the performance and conduct of employees,
  - Promotes, demotes, disciplines and terminates employees,
  - Schedules and/or grants sick and annual leave,
  - Encourages and assists in maintaining a high standard of morale,
  - Ensures operations and practices are consistent with the terms of any Collective Agreement and/or By-Law and that the administration of such agreement and/or By-Law is carried out
  - Schedules regular staff meetings,
  - Encourages staff to participate in corporate employee activities

**Health & Safety (10%)**

- Directs the development, implementation and enforcement of internal safety policies, rules and regulations and ensures that they are communicated to departmental staff.
- This position is required to act on behalf of the Corporation and shall ensure compliance with the duties of employers as described in the Occupational Health and Safety Act and Regulations and is responsible for the health and safety of City employees and must ensure at all times that:
  - Workers work in the manner and with the protective devices, measures and procedures required by The Occupational Health and Safety Act, the regulations, and City policies.
  - Employees use or wear the equipment, protective devices or clothing that the City requires to be used or worn.
  - Take every precaution reasonable in the circumstances for the protection of a worker.
  - Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware
  - Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

## **MINIMUM QUALIFICATIONS:**

### **Education (degree/diploma/certifications)**

- Minimum four (4) year University degree in Recreation, Public/Business Administration or related discipline.

### **Experience**

- A minimum of ten (10) years progressive experience in a managerial position.
- Proven ability in the administration and leadership of a diverse and comprehensive community services program in a municipal environment or an equivalent combination of education, training and experience.
- Experience working in a unionized environment.

### **Knowledge/Skill/Ability**

- Ability to maintain a high level of confidentiality.
- Exceptional communication skills – both written and verbal.
- Highly organized with a demonstrated ability to prioritize and meet deadlines.
- Knowledge of applicable, established best practice operational procedures.
- Ability to interact effectively, tactfully and courteously with all levels of staff, building a cooperative and collaborative working relationship with internal and external partners.
- Ability to assess relevant data, industry best practices and situations to make timely, effective decisions and ensure operational/financial efficiencies.
- Knowledge of applicable provincial legislation and municipal policies and procedures including the Employment Standards Act, Ontario Human Rights Code, the Ontario Building Code, the Occupational Health and Safety Act, Technical Standards and Safety Authority (TSSA).
- Must be competent within the meaning of the Occupational Health & Safety Act.
- Be capable of issuing clearly understandable written and verbal instructions.
- Ability to evaluate processes and apply industry best practices to recreation facilities to achieve operational effectiveness.
- Proficient in Microsoft Office Suite.

### **Other**

- Must possess a valid Class "G" Ontario Driver's Licence and access to reliable transportation.
- Satisfactory Police Record Check.

## **HOURS OF WORK:**

- The normal workweek consists of 35 hours; Monday to Friday; 8:30 a.m. – 4:30 p.m. with a one (1) hour unpaid lunch. Outside of regular office hours, evenings/weekends work is required to meet deadlines. Director is required to be constantly on-call to address unexpected issues. Director is required to attend Council meetings. Occasional work after regular hours to deal with urgent and/or emergency situations as required.

**WHAT WE OFFER:**

- Salary Range: \$151,713 - \$184,408 per annum (Band 3 – 2024 Rates)
- Comprehensive Benefits
- OMERS Pension Plan
- Paid Vacation and Holidays
- Employee Family Assistance Program (EFAP)
- Tuition Reimbursement Program (continuous learning)

**Applications must be received no later than Wednesday May 14, 2025, at 11:59 p.m.**