



GENERAL MANAGER OF COMMUNITY SERVICES

Department	Community Services	Reports To	Chief Administrative Officer
Directly Supervises	Community Services Manager		
Indirectly Supervises	Parks and Rural Recreation Coordinator, Community Services Clerk		
Key Internal Contacts	Chief Administrative Officer, Board of Directors, Department Heads, Communications Manager, Human Resources		
Key External Contacts	Member Municipalities, Provincial and Federal Government Agencies, Community Groups, Constituents, First Nations		

Position Summary

The General Manager of Community Services leads the delivery and management of community services including recreation, regional parks, community parks, and cultural services. Develop and implement annual and long-term service strategies, operational plans, budgets, policies and bylaws in support of department and strategic objectives.

Key Accountabilities

Regional and Community Parks

- Leads the operations, planning and development of PRRD parks to the objectives of the Parks and Trails Master Plan.
- Collaborates with community groups to build capacity in trail systems providing support and senior level expertise.

Recreation Services

- Manages facility service agreements; oversees annual funding requests and provides risk management advice.
- Oversees use and occupancy agreements.
- As primary point of contact, it provides technical advice and support to communities and organizations for the development and management of recreation and community facilities and programs.

Department Responsibilities

- Manages all aspects of staffing including recruitment and selection, scheduling, supervision, coaching and developing, performance management and all other people management practices.
- Represents PRRD on a variety of committees relating to department service functions and at regional, provincial, and First Nations meetings.
- Builds and maintains strong working relationships with staff as well as a wide range of external stakeholders including Provincial and Federal ministries, regulatory agencies, consulting groups, community groups, member municipalities, First Nations, and committees.
- As a member of the senior management team this position shares responsibility for policy development, planning and implementation of cross-division initiatives and contributes to achieving the overall strategic objectives.
- Detailed knowledge and understanding of procurement processes and project management in local government.



- Regular travel within PRRD, and attendance at evening and/ weekend meetings and events is required.
- In the event of an emergency situation this position may be required to participate in the Emergency Operations Centre (EOC).
- Perform other duties as required.

Qualifications and Experience

- Post-secondary degree in Public Administration or a related discipline plus a minimum of five (5) years related experience at a supervisory level preferably in a unionized local government setting.
- An equivalent combination of education, training and experience may be considered.
- A valid class 5 Drivers' License

Regular travel within PRRD and attendance at evening and/ weekend meetings and events will be a feature of this position.

Core Competencies

Decision Making - Obtains information; identifies key issues and implications for making informed, objective decisions.

Collaboration - Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain mutually beneficial partnerships, leverage information, and achieve results.

Change Management - Understands the need for change and helps plan for and accommodate it as creatively and positively as possible.

Communication - Provides regular, consistent and relevant information to others and ensures appropriate individuals are informed; listens carefully to others, asks questions or clarification and responds thoughtfully; communicates in a clear and concise manner using appropriate content, style and method of communication to suit the needs of the individual or audience.

External and Organizational Awareness - Identifies and understands how internal and external issues (e.g. economic, political, social trends) impact the work of Peace River Regional District.

Influencing and Negotiating - Uses persuasion to gain support and cooperation from stakeholders, superiors, colleagues, subordinates and other parties to achieve a desired course of action consistent with Peace River Regional District's goals and objectives.

Professional Integrity - Displays and promotes conduct and behaviours consistent with Peace River Regional District's standards.

Leadership - Assumes responsibility for establishing clear team vision, goals and objectives; supports and motivates the delivery of high performance; enables direct reports in capacity and career development.

Occupational Health and Safety - Applies knowledge of occupational health and safety principles and practices at Peace River Regional District.

Customer Service - Demonstrates commitment to public service, serves and satisfies internal and external customers, holds themselves accountable for quality outcomes.