

JOB DESCRIPTION

Job Title: DIRECTOR OF RECREATION & CULTURAL SERVICES	Department: RECREATION & CULTURAL SERVICES	Division:
Classification: EXEMPT (SENIOR MANAGEMENT)	Supervisor's Title: GENERAL MANAGER OF OPERATIONAL SERVICES / DEPUTY CHIEF ADMINISTRATIVE OFFICER	Date: NOVEMBER 1, 2020

SCOPE OF THE ORGANIZATION

The City of Courtenay is situated on the east coast of central Vancouver Island, within the traditional lands of the K'ómoks First Nation. Accessible by land, sea or air, Courtenay is a culturally diverse community that offers supernatural beauty at its doorstep. The City (approximate population 25,000) is the urban and cultural hub of the larger community, the Comox Valley (approximate population 65,000).

The City is governed by a Mayor and six Councillors. The Chief Administrative Officer (CAO) is responsible to Council for managing all City operations. The senior staff organization consists of three departments reporting to the CAO plus four departments reporting to the CAO via the Office of the Deputy CAO. In that context, it is expected all senior staff members adopt and advance our:

Corporate Mission

*The City of Courtenay proudly serves our community by
providing a balanced range of sustainable municipal
services*

Corporate Core Values

*People Matter;
Be Accountable;
Depend on Each Other;
Pursue Excellence;
and
Celebrate Success.*

POSITION SUMMARY

Provides long-range vision, leadership and guidance on the provision of recreation, leisure, events, and cultural services to the community; Develops and oversees the implementation of departmental policies, strategic plans, programs, bylaws and associated processes; Directs the development and management of recreational and cultural opportunities, programs, and facilities

to promote active and healthy lifestyles in the community; Liaises with committees, advisory boards, and organizations on community service issues and projects; Serves as a key member of the senior management team for the organization.

REPORTING RELATIONSHIPS

This position reports to the Deputy Chief Administrative Officer.

Positions that report directly to the Director of Recreation & Cultural Services are:

- Manager of Recreation Facilities Operations
- Manager of Recreation Programming
- Manager of Business Administration

MAJOR RESPONSIBILITIES

1. Provides long-range vision, leadership and guidance on community services including recreation, leisure, events, and culture incorporating the strategic priorities of Council.
2. Develops and oversees the implementation of departmental policies, strategic plans, programs, bylaws and associated processes conducive to the needs of the community and in compliance with Council decisions.
3. Directs the development and management of recreational and cultural opportunities, programs, and facilities to promote active and healthy lifestyles in the community.
4. Oversees the development of and manages special community service programs such as our Bursary and Street Entertainer Programs.
5. Develops organization and staffing plans required to achieve the department's goals. Provides direction to staff, manages performance and training and development, resolves staff issues, handles discipline problems and participates in the grievance process. Makes final recommendations to the Deputy Chief Administrative Officer with respect to hiring, compensation, suspension or termination. Acts as an advisor/mentor to subordinate managers.
6. Serves as a key member of the senior management team in developing the City's long-term corporate plans, formulating and driving strategies for realizing key goals and objectives, and creating a framework for the evaluation of the organization's performance in meeting those goals and objectives.
7. Negotiates and administers contracts with societies and advisory boards for the management and operation of City cultural facilities such as the art gallery, museum, and civic theatre.
8. Collaborates with other senior staff regarding planning, acquisition, construction, and development of Recreational and Cultural facilities.

9. Liaises with committees, advisory boards, and organizations such as CRA, Sid Theatre, Art Gallery, Museum, cultural groups, provincial, federal, and local governments, RCMP, and School District on community service issues and projects. Provides reports and/or makes presentations at public meetings such as Council, neighborhoods and other associations.
10. Develops department budgets for Council's approval, and ensures expenditures are within approved budgets. Seeks out other sources of funding such as grants, fundraising, etc.
11. Ensures efficient and effective conventional and electronic record-keeping systems are in place for the department, and all required data, documents, reports, and correspondence are maintained accordingly.
12. Leads the implementation of appropriate workplace safety and general risk management programs and policies in accordance with current regulations to ensure the safety and security of staff, public, facilities and equipment; Directs the implementation of emergency procedures as appropriate.
13. Undertakes other assigned duties as required

TYPICAL QUALIFICATIONS

Education Requirements:

- Degree in Recreation Administration or other related discipline from a recognized educational institution, or combination of education and experience.

Occupational Certificates, Licenses, Association Memberships:

- Valid BC Class 5 Drivers License

Experience:

- Substantial (11 –13 years) experience in recreation management, with considerable related experience at a management level in a local government setting.

Knowledge, Skills and Abilities:

- Extensive knowledge of the philosophies, principles, and practices of community recreation and cultural service delivery.
- Thorough knowledge and background in contract management.
- Thorough knowledge in marketing and public relations strategies and techniques.
- Thorough knowledge and background in capital and operational budget preparation and control (long and short-term).
- Exceptional interpersonal, communication, presentation, facilitation, public relations, negotiation, problem solving, decision making, leadership and general management skills.
- Good office computer skills.
- Ability to effectively plan and manage a multi-function department.
- Ability to effectively lead, coach, and motivate staff in a team environment.

- Ability to establish and maintain effective business relationships with representatives of cultural and recreational groups, government, business, the general public, City staff and Council members.

COMPLEMENTARY ASSETS:

- Certificate in Local Government Administration
- Incident Command System courses for emergency management

This job description is an accurate statement of the position's reporting relationship, responsibilities, and qualifications as of _____, 20__.

Deputy Chief Administrative Officer

Signature

Date

I have read this job description:

Employee's Name

Employee's Signature

Date