

## **JOB OPPORTUNITY: DIRECTOR OF COMMUNITY SERVICES**

The Director of Community Services will be responsible for the planning, development, management, and leadership of the Community Services department which will consist of parks, recreation facilities and programming, municipal facility maintenance and operations, beaches and waterfront programs.

**Reporting To:** Chief Administrative Officer

**Supervises:** Manager of Recreation, Manager of Parks & Facilities

### **Responsibilities:**

1. Participate as a member of the senior leadership team in the formulation of corporate goals, objectives, and strategic planning related to the provision of Municipal services and programs
2. Direct, oversee and advise on all matters related to the Municipality's operations and provision of parks and outdoor spaces, facilities, and recreation programs within approved budgets
3. Oversee, monitor, and evaluate the various work plans developed based on goals and objectives established for departmental services
4. Prepare the department's annual business plan and budget (operating, capital), asset management process and participate in the review and approval of the budgeting process
5. Develop, recommend, and implement a long-term plan for operational and capital improvements for all parks, open spaces, programs, and facilities for the Community Services Department
6. Ensure the implementation of appropriate training for all departmental staff and maintaining designations and certifications as required
7. Encourage, develop, implement, and maintain partnerships with a wide range of community groups to enhance the provision of services to the community, provide training & development, maximize facility, parks, and beach usage, establish new programs & ensure groups are aware of regulatory and legislative matters
8. Develop, recommend, implement, and monitor new and existing programs to maximize the use and revenues of facilities
9. Develop, recommend, and implement appropriate operational standards, controls, policies, procedures, reporting requirements and record keeping to meet all legislative requirements and safeguard all assets and the public
10. Develop, implement, and monitor a full preventative maintenance program for all municipal owned buildings, parks, waterfront, ball fields, etc.
11. Implement a risk management strategy for the department including development of inspection processes and corrective action review in order to minimize risk and ensure public safety in alignment with the Municipality
12. Prepare reports, policies, and by-laws and attend Council and other public meetings; make presentations and provide advice and guidance on associated by-laws and regulatory compliance requirements, and tender processes
13. Liaise with government agencies, service providers, neighbouring municipalities, and local/community organizations on departmental service-related matters
14. Ensure all equipment and facilities are operational and maintained in accordance with the Ministry of Labour, TSSA, ORFA, Alcohol & Gaming Commission of Ontario and other regulatory bodies

15. Research, develop, and prepare grant applications to obtain funds to support community services projects that meet the needs of the community
16. Responsible for the implementation of technology improvements within the department
17. Responsible for interviewing & hiring new employees, carrying out performance appraisals, directing the training & development of staff, providing coaching opportunities and carrying out disciplinary actions
18. Understand and ensure compliance with municipal, provincial, and federal legislation and regulations as well as Municipality of Kincardine policies and procedures
19. Complete other duties, responsibilities and functions as assigned

#### **Education & Experience Requirements:**

- Post-secondary education in Public Administration, Business Administration, or a related discipline
- 8 years of experience working in municipal government in a key senior leadership role
- Certified Municipal Officer (CMO) designation is considered an asset
- Valid Ontario Driver's License

#### **Required Knowledge, Skills & Competencies:**

- Strong knowledge and understanding of legislation and regulations governing the administration of recreation, parks, and facilities
- General knowledge of facilities maintenance and technical systems such as HVAC, refrigeration, mechanical systems, building maintenance, and preventative maintenance systems is considered an asset
- Strong analytical and critical thinking skills with the ability to analyze a variety of problems, to make recommendations as to their solution and to prepare working procedures.
- Strong political acumen and respect for the partnership between administration and Council
- Strong financial management, organizational, and conflict-resolution skills
- Ability to function effectively in a diverse and fast-paced work environment with challenging and often competing priorities
- Excellent verbal and written communication skills with the ability to build effective relationships with internal and external community partners or levels of government
- Ability to effectively lead, coach and motivate a multi-disciplinary team
- Excellent project management skills with the ability to effectively organize priorities and manage outcomes
- Trustworthy with high ethical standards, confidentiality, and personal integrity
- Computer proficiency, including advanced knowledge in the use of Microsoft Office
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature and to maintain confidentiality
- Ability to effectively foster good rapport and cooperative working relationships and build trust within teams

#### **Employment Information:**

- Permanent, Full-Time Position

- 35 Hours per Week
- Salaried Position - Group 14 (Step 1 \$130 639 - Step 5 \$163 308)
- Attendance at Council Meetings as required
- Completion of a Police Check with an Acceptable Result is a condition of employment
- This job vacancy is a result of an employee retirement

Qualified candidates are invited to submit their application at [www.kincardine.ca/careers](http://www.kincardine.ca/careers) using the online form no later than **June 13, 2025 at 12:00pm.**

We appreciate the interest of all applicants, however, only those being considered for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of candidate selection.

The Municipality of Kincardine is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA), within our recruitment process. If you require accommodation at any time throughout the recruitment process, please contact the Human Resources Department at (519) 396-3018 or e-mail: [hr@kincardine.ca](mailto:hr@kincardine.ca)