



Job Title:	Director of Community Services (Non-unionized Position Full-Time 37.5 hrs per week)
Salary Range:	\$102,050 to \$120,026
Last Revised:	September 18, 2024
Department:	Community Services
Reports to:	Chief Administrative Officer

PURPOSE OF THE POSITION:

Plans, directs, manages and oversees the activities and operations of the Community Services department, which includes recreation and economic development activities, so that these operations are carried out with efficiency and economy. The Director of Community Services coordinates departmental programs and services with other departments and outside agencies.

KEY DUTIES AND RESPONSIBILITIES:

1. Administration

- Manages the operations and maintenance of a variety of facilities and programs.
- Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area to maximize efficiencies in human and financial resources and increase returns on facilities.
- Administers and monitors various service contracts and ensures corrective action is taken as necessary. Analyzes problems, identifies alternative solutions, projects consequences of proposed actions and implements recommendations in support of goals.
- Attends Council, Committee and support organizations meetings.
- Participates as a member of the Senior Management Team.
- Prepares and administers departmental budgets and formulates concise administrative and financial reports for Council and various committees.
- Researches and writes submissions for grants and public recognition awards.

2. Human Resources Management

- Sets priorities, determines appropriate service and staffing levels, monitors the efficiency and effectiveness of service delivery methods and procedures, and allocates resources accordingly.
- Leads and manages staff in unionized and non-unionized settings.
- Plans, organizes, directs and coordinates the work of direct reporting staff, delegating authority and responsibility accordingly.
- Performs regular evaluations of personnel, establishes performance requirements, provides staff training, and personal development targets for staff.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships, identifies opportunities for improvement, and directs and implement changes.
- Ensures the implementation of appropriate training for all departmental staff especially in areas such as First Aid, Health and Safety, WHIMIS, and licenses and certification (such as: Certified Ice

Technician (CIT), refrigeration and safety plant requirements as established through the Ministry, Ontario Recreation Facilities Association (ORFA) technical safety standards (TSSA)).

3. Community Outreach

- Works in partnership with the local community and relevant external agencies to coordinate and advocate for services and programs that align with Council's strategic objectives.
- Develops and maintains strategic partnerships to assist in achieving high quality outcomes for the community.
- Conducts community stakeholder consultations for municipal programs such as the Community Improvement Plan and the Community Grants Program.

4. Other

- Follows all Health & Safety policies and procedures and reports any non-compliance or any possible safety risks.
- Other duties as assigned, including assisting other service areas when required.

POSITION QUALIFICATIONS:

- University Degree, equivalent education or experience in an economic development or a parks and recreation environment, or related field.
- Knowledgeable in the principles and practices of municipal budget preparation and administration.
- Demonstrated experience and knowledge in supervision, training and performance evaluation.
- Ability to work as part of a team, manage time effectively in order to work on a number of projects and tasks simultaneously, and prioritizing accordingly.
- Excellent verbal and written presentation, communication and problem-solving skills and ability to use independent judgment.
- Knowledge of health and safety practices including WHMIS, Propane Handling Ticket and current standard First Aid CPR Certificate.
- Demonstrate skills in community development and building effective partnerships with government partners, businesses, Council, Committees, volunteers and users.
- Knowledge of advanced computer functions and software programs.
- Valid class G driver's license & access to a personal vehicle.
- Willingness to work flexible hours as required including some evenings and weekends. Working conditions may include work in inclement weather.
- Must provide a current Police Record Check.

The forgoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all of the work requirements of the position.

ACCESSIBILITY:

The Township of North Glengarry is committed to providing quality goods and service that are accessible to all persons that we serve. Documents are available in various accessible formats upon request. Individuals' are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.

HOW TO APPLY:

If you are interested in applying for this position, please send your cover letter and resume through email to cao@northglengarry.ca