



POSITION TITLE:	Manager of Community Services
REPORTS TO:	Chief Administrative Officer (CAO)

Primary Duties:

1. Works directly with community organizations to provide reasonable assistance and support in order to maximize community involvement in identifying, assessing, and responding to needs and opportunities.
2. Plans, schedules, implements, promotes, supervises, and evaluates recreation programs, services and facilities for a variety of age groups.
3. Prepares and implements promotional material and develops marketing strategies and updates the recreation area of municipal website and other social media with current information.
4. Assists in the preparation of grant applications for recreation programs or facilities within the municipality.
5. Ensures continual communication between the Municipality and community organizations to learn about their needs and provide assistance and support as required within approved Municipal policy.
6. Ensures the collection of data necessary for the assessment of the sport, arts, culture, heritage and recreation needs and interests of the community and recommend any changes to service provision or policy by Council.
7. Assists in the preparation of the annual operating and capital estimates for the provision of sport, culture, heritage and recreational opportunities within the municipality.
8. Assists in the development, implementation, application and review of Department policy and objectives.
9. Is directly responsible to ensure preparation of contracts and scheduling all those facilities under the direct control and/or operation of the Department is complete and act as a liaison with all facility user organizations.
10. Plans, assigns, supervises and evaluates the work of all full and part time employees assigned to the Department.
11. Prepares such reports as requested or necessary.
12. Ensures the development and/or implementation of assigned Department programs and special events.
13. Attends all meetings of Council, Appointed Committees, Public Hearings, and other meetings as required by Council or the CAO.
14. Promotes and maintains effective public relations on behalf of the Municipality.
15. Performs other duties as assigned.

Skills, Experience and Qualifications

- The incumbent will require or diploma in recreation or a related field. Sound organizational skills and an ability to effectively communicate with the public are required.
- A minimum of two years' experience in a municipal recreation position is preferred.
- Provision of a Child Abuse Registry and Criminal Records Check.
- Must have a valid Manitoba Class 5 driver's license.



Accountability

- Reporting to the CAO, the incumbent is directly responsible for the supervision of all full and part time employees and has authority to proceed to the written warning stage of the progressive discipline system.
- Directly responsible for the supervision and safety of summer program staff, and contract program instructors which includes assigning, checking and evaluating work.
- The incumbent will be required to exchange information requiring discussion and understanding with members of the general public on a regular basis. Tact and discretion will be required to deal with or settle requests or complaints.

Unique Position Requirements

- The nature of this position requires the incumbent to exercise tact and diplomacy in dealing with other staff, external agencies and citizens of the Municipality on issues related to the Department.
- Ability to balance multiple priorities, often with conflicting timelines in a fast paced environment.

Incumbent

Chief Administrative Officer

Date

APPROVED: May 2018