



COMMUNITY SERVICES MANAGER

Department	Community Services	Reports To	General Manager of Community Services
Directly Supervises	Parks and Rural Recreation Coordinator		
Indirectly Supervises	Community Services Clerk		
Key Internal Contacts	Chief Administrative Officer, Board of Directors, Department Heads, Communications Manager		
Key External Contacts	Counterparts in member municipalities, Provincial government agencies, community groups, constituents		

Position Summary

This position reports to the General Manager of Community Services and leads the delivery and management of recreation, regional and community parks and cultural services for the Peace River Regional District. This position is accountable for managing facility operating agreements, funding agreements, parks administration and planning, feasibility studies, capital projects, and other community services projects as assigned through the Board.

Key Accountabilities

- Leads the administration, planning and development of PRRD regional and community parks.
- Works closely with other PRRD departments and contractors to ensure the efficient maintenance and upkeep of all regional and community parks.
- Manages, negotiates and monitors recreation facility operating service agreements and funding agreements; oversees annual funding requests and annual performance reporting requirements.
- Ensures that PRRD-owned or operated parks and recreation facilities are meeting the regulatory requirements.
- Manages the development and provision of public engagement and education programs intended to promote the public use of parks and recreation facilities or engage the public in PRRD parks, recreation or cultural initiatives;
- Acts as staff liaison for the Regional Parks Committee, as well as other groups and task forces. Prepares and presents reports and attends meetings, as required.
- Aids in the development of long and short-term service and facility plans and feasibility studies for community services.
- Leads and/or supports the preparation and implementation of capital projects related to PRRD-owned community facilities.
- Aids in the investigation of feasibility, and capital and operating cost impacts, of new community services as directed by the Board.
- Identifies, evaluates and mitigates risks for the PRRD, and residents, in the delivery of community services.
- Acts as a community liaison to provide advice and support to rural community organizations in the development and management of recreation and community facilities and programs.
- Manages all aspects of staffing; including recruitment and selection, scheduling, supervision, coaching and developing, performance management and all other human resource management practices for those employees that this position directly supervises.
- Accountable for budget preparation, reporting and resource allocation related to parks, recreation and cultural services. Monitors and controls spending ensuring the effective and efficient expenditure of allocated funds. Identifies consulting needs and prioritizes the budget accordingly.
- In the event of an emergency situation this position will be a key member of the Emergency Operations Centre (EOC).



Qualifications and Experience

- A minimum five (5) years related experience preferably in a unionized local government setting.
- Post-secondary diploma or degree in Parks and Recreation, Public Administration or a related discipline is preferred.
- Training and/or experience in leading public engagement processes for community projects is an asset.
- Experience in managing feasibility studies and capital projects and working with volunteer organizations; Project management training is an asset.

An equivalent combination of education, training and experience may be considered.

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 to make 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 the 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 a commitment to public service, serves and satisfies internal and external customers, holds themselves accountable for quality outcomes.