

CITY OF MELFORT

Invites applications for the position of:

DIRECTOR of COMMUNITY SERVICES

Reporting to the City Manager, the Director of Community Services is responsible for planning, directing and coordinating activities of the Department in accordance with approved policies and procedures of City Council.

Duties and Responsibilities:

- To plan, direct, co-ordinate, evaluate and control activities of the Parks & Recreation Services, Economic Development, Tourism, Arts, Culture and Building Departments
- Management of the organizational structure and manpower requirements necessary to meet administrative and Council objectives
- Initiate, recommend and administer policies for the department
- Financial management, control and development of operating and capital budgets
- Administration of the Planning Department which includes Zoning and Building Bylaws.

Qualifications:

- Minimum of 6 years related experience, including 3 years in a senior management and planning role within a municipal government system.
- A post-secondary degree with an emphasis in at least two of the core areas of Community Planning, Economic Development, Leisure Services, Public or Business Administration.
- See job description for additional qualifications.

This full-time permanent position begins as soon as possible. We offer a competitive salary and a comprehensive benefits package. Please view a complete job description on our website at www.cityofmelfort.ca. Resume and cover letter may be forwarded to:

Michael Hotsko, RMA
City Manager
City of Melfort
Box 2230, Melfort, SK S0E 1A0
m.hotsko@cityofmelfort.ca

The City of Melfort wishes to thank all prospective applicants; however, only those selected for an interview will be contacted. Competition will remain open until position is filled.