

CITY OF MELFORT

POSITION DESCRIPTION

POSITION: DIRECTOR OF COMMUNITY SERVICES

NATURE AND SCOPE OF WORK:

As part of the Management Team and reporting directly to the City Manager, the Director of Community Services shall be responsible for the planning, directing, co-ordination, evaluation and overall management control of the Department in Recreation, Parks, Planning, Economic Development, Tourism, Arts, Culture and Building Inspection of the City of Melfort, in accordance with approved policies and procedures of City Council.

RESPONSIBILITIES:

1. To plan, direct, co-ordinate and control the activities of the Department including the evaluation, monitoring and management of the organizational structure and manpower requirements necessary to meet administrative and Council objectives.
2. To initiate, recommend and administer policies relating to the activities of the Department.
3. To develop, recommend, implement and review short term and long range plans, policies and service objectives within the Department, including the management and development of:
 - (a) Industrial, commercial and community development/economic programs and strategies.
 - (b) Community leisure service development strategies, including, but not limited to parks, facilities, programs and administrative services.
 - (c) An overall plan which would encompass all City departments and identify current/future needs and growth requirements of the City.
4. To be responsible for the financial management, control and development of operating and capital budgets for departments within the Department.
5. To evaluate, monitor and make recommendations to Council on the activities and requirements of the Department.
6. To recommend, hire, layoff, supervise, evaluate and discipline, where required, all staff which are employed within the Department.
7. To plan, assign and supervise directly, and through subordinate staff, the work tasks of employees within the Department.

8. To prepare and/or present administrative reports for City Council, Committees of Council, appointed Advisory Boards or the City Manager as required.
9. To establish, promote and maintain effective public relations on behalf of the City to local, provincial and federal authorities and agencies.
10. To attend all meetings of City Council, Community Services Committee, and Advisory Committees in the capacity of management, professional and technical advisor.
11. To prepare an annual work plan and schedule outlining the manner in which the Department will fulfill its mandate and assume responsibility and accountability for those annual objectives.
12. To review and recommend all Zoning Bylaw Amendments, and prepare sub-division applications, to ensure that proposed developments comply with all applicable regulations and provisions of the Zoning Bylaw and the policies contained in the Official Community Plan Bylaws.
13. Act in an advisory capacity to the Melfort & District Planning Commission and acts a resource person for the Zoning Appeals Board.
14. Provide and maintain an accurate cost record of land development. Prepare reports recommending selling price adjustments for City owned land.
15. To be responsible for the review and changes to the overall Department on the City of Melfort website.
16. To perform related duties as required.

REQUIRED KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:

1. Superior written and oral communication skills.
2. Ability to plan, co-ordinate, evaluate and supervise directly, and through delegation, the work of all staff employed within the Department.
3. Minimum 6 years related experience, including at least 3 years in a senior management and planning role within a municipal government system is required.
4. Graduation from a recognized post-secondary institution with an emphasis in the core areas of community planning, economic development, leisure services, public or business administration or related areas.
5. Considerable knowledge of municipal financial and administrative operations and management techniques, practices and trends.

6. Ability to communicate effectively, tactfully and diplomatically and to establish effective working relationships with Council, civic staff, government officials, local businesses, the general public and other related groups.
7. Considerable skill in organizing and assigning activities to provide maximum service provision.
8. Thorough knowledge of general administrative and management principles, practices and techniques, including budgeting, and extensive computer skills.