

Appendix S: Director of Leisure Services Job Description – City of Fernie

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SCHEDULE "A" to Director of Leisure Services Employment Contract

	Salary Grid Level:	C
Position Title:	Director of Leisure Services	
Reports to:	Chief Administrative Officer	
Subordinate Positions:	Facility/Parks/Playground, Maintenance Staff, Arena & Aquatic Staff	
Summary of Function:	Provides overall management of and direction to the Leisure Services Department	

Nature of Work

Reporting to the Chief Administrative Officer, the Director of Leisure Services will directly support the City's goal to deliver optimal recreational and cultural programs and services desired by the residents of Fernie and area and visitors to the community efficiently and effectively. The Director will strive to create and maintain an active, healthy community and help make the City of Fernie a highly desirable community in which to live, work and play.

The Director

- Is responsible for the overall management of the department and staff including the administration, operation and management of the Fernie Aquatic Centre, Fernie Memorial Arena and Curling Rink, Fernie Community Centre, Parks, Playgrounds, Fields, Trails, Open Spaces and Recreation Programs and Services.
- Is responsible for the administration and maintenance management of City owned, but not operated, buildings (e.g. Arts Station, Chamber of Commerce, Fernie Courthouse, Fernie Library, Seniors Centre, etc.).
- Is a member of the City's Senior Management Team. The Director works closely with the rest of the Management Staff, City Council and the Leisure Services Advisory Board.
- Organizes, administers, supervises and promotes all approved recreation programs and services for the citizens of Fernie and area.
- Liaises with and supports community groups for the delivery of recreation, leisure and culturally related activities and community events.
- Evaluates recreation programs, services and procedures and makes recommendations for, and implements, desired program and service improvements.
- Provides information to, and liaises with, the public on leisure programs and services.
- Maintains relevant records and ensures that programs and services are operated in accordance with applicable rules and regulations.
- Takes a proactive approach to risk management and promotes safe work habits in the Department.
- Develops, monitors and administers work plans and capital and operating budgets for all Leisure programs, services and facilities and City buildings.
- Prepares tenders and requests for proposals for capital and operating maintenance requirements and oversees the work of maintenance contractors.

Key Responsibilities / Task Areas

1. Oversees the operation, maintenance, and security of City of Fernie Leisure Services facilities, buildings, parks, fields, trails, playgrounds and green spaces.
2. Provides effective financial and maintenance (lifecycle) management of all facilities, buildings, parks, trails, playgrounds, green spaces and programs. Develops operating and capital budgets for the Department. Obtains necessary approvals for departmental initiatives and expenditures and apprises the Chief Administrative Officer of relevant departmental issues on an ongoing basis.
3. Works cooperatively with members of the City's Senior Management Team, striving to ensure the effective and efficient sharing of resources, equipment, knowledge and labour.
4. Develops written goals and objectives semi-annually. Develops marketing and promotion strategies for the department as it relates to the overall corporate goals and budget objectives. Supervises the preparation and dissemination of brochures, bulletins, press releases and program schedules.
5. Plans, organizes and coordinates the delivery of a wide variety of leisure programs and services that are based on the needs of the community and are in accordance with sound practices, applicable policies and reflect high quality service provision.
6. Effectively markets, promotes and initiates a wide range of Leisure services and programs in all facilities in order to maximize use and revenues. Monitors capital and operating budgets for the Department and ensures that budget targets are met.
7. Develops effective working relationships and partnerships with Leisure facility users, community groups, service providers, capital partners, other government agencies and organizations and contract service providers.
8. Performs personnel management responsibilities for the Department including recruitment, selection, supervision and evaluation of staff, job design, facilitation of staff training and maintenance of required certifications, discipline, labour relations, scheduling, etc. Ensures that all duties and responsibilities of Leisure Services staff are carried out effectively, efficiently, safely and in accordance with appropriate health and safety standards and ensures high quality service provision.
9. Provides advice to the Chief Administrative Officer, City Council, Leisure Services Advisory Board and any relevant committee(s) on the recommended strategy for the provision of leisure services and related infrastructure.
10. Develops & revises rules and regulations, policies and procedures relative to the usage and enjoyment of parks, playgrounds, trails, fields and facilities. Supervises the planning of new recreation and leisure facilities and renovations of all such facilities.
11. Evaluates safety concerns and issues with regards to the working environment and public use of all facilities and buildings (risk management). Ensures that safety, hygiene,

cleanliness and maintenance standards and practices are maintained (maintenance management). Works towards the development and maintenance of a lifecycle program for all parks, facilities and buildings.

12. Prepares reports and statistical summaries as necessary for review by the Chief Administrative Officer, Council and other bodies. Develops, reviews and assesses long range policy initiatives by the City, the Regional District, the Province and other jurisdictions relevant to the position.
13. Utilizes available resources to carry out planning studies and research and develops long and short term plans to meet community needs for leisure services. Enhances the City and department image by assisting and undertaking projects / issues related to image building.
14. Maintains a current awareness of developments within the leisure services field by participating in annual training opportunities and networking with other leisure professionals / organizations. Acts as the City's specialist in Leisure Services matters.
15. Attends Leisure Services Advisory Board meetings in an administrative and consultative capacity. Prepares agenda, policy and priority recommendations for consideration by the Leisure Services Advisory Board.
16. Develops, evaluates and administers joint use agreements for the delivery of leisure programs and services.
17. Attends Council meetings and provides information and makes recommendations regarding the operation of the Department as required.
18. Prepares, administers and monitors contracts, lease agreements, RFPs, tenders and requests for quotations for the Department.
19. In consultation with the CAO, obtains legal advice and liaises with insurance providers and risk management specialist in relation to Departmental issues.
20. Other duties as assigned by the Chief Administrative Officer or Council.

Desired Qualifications, Licenses, Certificates and Registrations

A degree or diploma in recreation facilities management and/or administration.

Marketing and public relations education and experience.

Project management/risk management training and experience.

Emergency management training and experience providing emergency social services.

Valid Class 5 B.C. Driver's license.

Bondable (A criminal records search is required as a precondition to hiring).

Required Skills, Knowledge and Ability

Five years experience in local government recreation, preferably in a supervisory capacity overseeing aquatic and arena operations and other community recreation services.

Demonstrated knowledge of community recreation, leisure programming, facility and grounds maintenance, parks planning, capital and operating budgetting.

A highly motivated team player with well developed leadership skills.

Ability to work independently but will establish and maintain effective working relationships with other employees, the public and user groups.

Considerable knowledge of recreation philosophy, planning and administration

Considerable knowledge of equipment, facilities, operations and techniques used in a comprehensive recreation program and services.

Working and practical knowledge of aquatic and arena facility equipment, operations, standards, regulations and techniques.

Ability to assign and supervise the work of employees engaged in a variety of recreational and maintenance programs.

Ability to develop, coordinate and direct varied activities involved in community recreation programs.

Experience consulting the public, working with councils, boards, committees and commissions.

Exceptional interpersonal, written and verbal communication skills.

Strong computer skills (MS Office, website design and maintenance, etc.).