



Commissioner of Recreation and Parks POSTING 202213

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting directly to the Chief Administrative Office, the Commissioner of Recreation and Parks will provide strategic leadership and oversight to the Recreation and Parks Department, which provides programs, services and facilities that help to fulfill the physical, mental and social needs of the community. Work divisions within the department include Recreation Services, Facilities, Parks and Open Space, and Community Development. This position is a key member of the Town's Senior Management Team.

Accountabilities:

- Provide oversight of all functions within the department, including compliance with statutory requirements and corporate policies and practices consistent with the strategic priorities and emerging needs of the Town
- With the department management team, develop the annual Recreation and Parks Business Plan ensuring alignment with Council's strategic priorities
- Oversee the recruitment, coaching, staff development, succession planning, health and safety and the general management of Recreation and Parks Department staff; full time union and non-union staff, contract staff, part-time staff, seasonal staff and volunteers
- Oversee the work of the Recreation and Parks management team in delivering on the Department's service areas
- Ensure that the appropriate studies/plans are undertaken at the established intervals: Service Delivery Plans, Master Plans, Feasibility Studies, Parkland Acquisition Strategies, Facility Needs Assessments, Fees and Charges, Strategic Action Plan etc.
- Coordinate, review, recommend, implement and monitor the annual operating and capital budget and ten-year forecast
- Assume responsibility for the development and adherence to the Town's risk management, asset management, corporate energy and climate change adaption/mitigation processes/standards related to public facilities and services
- Foster community and government partnerships; in particular those related to the Framework for Recreation in Canada and Community Safety and Wellbeing
- Build effective networks and represent the Town's interest and needs with agencies and at the regional and provincial level
- Provide information and advice to Council, author and/or approve reports to Committees and Council and attend meetings to present scope and/or support staff
- As part of the Senior Management Team, assist the CAO in general management of the Corporation and the advancement of the strategic plan including leadership on complex corporate projects, committees and task forces
- Fulfill the role of Acting CAO as assigned during the absence of the CAO

You possess:

- Fifteen years of progressive leadership experience in a municipal or related work environment managing and developing recreation services, facilities, parks and open space, and community development; 7 years at a senior management level
- Certification in project management or public administration an asset
- Knowledge of applicable legislative requirements, issues and trends affecting the delivery of department services in the public sector; aware of the political, economic, social and technical environment
- Proven leadership skills, able to inspire and motivate staff and promote a strong sense of team
- Able to think broadly and strategically and manage complex issues
- Able to demonstrate a strong commitment to external and internal customer service
- Superb analytical, problem-solving and negotiation skills
- Superior communication skills; ability to deal with competing public interest and/or highly controversial issues in a public forum
- A continuous improvement mindset
- Able to maintain a high level of confidentiality
- Excellent facilitation and project management skills
- Demonstrates a collaborative approach both within and outside of the department
- Has exemplary presentation skills

Compensation:

The salary for this position is \$171,551- \$204,227 per annum. Occasional evening or weekend work, as necessary to attend meetings or events.

This position is eligible to participate in the work from home hybrid model the Town has adopted post-COVID. Attendance at the office when necessary is expected.

Application:

Qualified candidates may submit a detailed cover letter and resume sent in confidence to the Town by 4:30 p.m., March 22, 2022. Please quote Posting 202213 on your cover letter.

Email: humanresources@haltonhills.ca

The Town has implemented a COVID-19 vaccination policy for all employees. Applicants selected for an interview will be provided with a copy of the policy and any offer of employment will be subject to candidates adhering to the policy. The Town will comply with its Human Rights obligation to accommodate, if applicable. The vaccination policy is subject to change.

We thank all those who apply but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

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