



Town of Erin

Director of Community Services

Business Unit: Community Services

Position Title: Director of Community Services

Reports To: Chief Administrative Officer (CAO)

ABOUT US

Nestled on the edge of the Greater Toronto Area (GTA), Erin is more than just a town—it's a vibrant and progressive community that thrives amidst the beauty of rolling hills. As you step into Erin, you'll experience a place on the rise, experiencing explosive growth fueled by its strategic location and forward-thinking approach. The landscape is a testament to nature's artistry, with lush greenery and picturesque views that soothe the soul. But Erin is not just about scenery; it's about progress. With all the amenities of urban living at hand, residents enjoy a quality of life that balances convenience with tranquility. The heartbeat of Erin lies in its infrastructure, continuously evolving to meet the needs of its expanding population. From a state-of-the-art treatment facility ensuring clean water for all, to major water and sewer projects paving the way for future development, Erin is laying the groundwork for a sustainable tomorrow. At the helm of this transformation is a municipal team renowned for its progressive and innovative spirit, driving Erin to become one of Ontario's fastest-growing communities. In Erin, the journey toward progress is as scenic as it is promising, offering a glimpse into the future of modern living intertwined with the beauty of nature.

OVERVIEW OF POSITION

Reporting directly to the Town's Chief Administrative Officer (CAO), the Director of Community Services is responsible for the overall direction, management and administration of the Community Services Department including parks and recreation, facilities and cultural services. As a member of the Town's Leadership Team, this position will help develop, manage and support strategies, plans, budget coordination, and administration plans including efficient staffing, budgets, strategic planning, and legislative compliance. Furthermore, this position will Provide expert advice and sound recommendations to the Chief Administrative Officer and Council on community, cultural and recreational issues, as well as operational and business plans.

MAJOR RESPONSIBILITIES

- Participate as a Member of the Leadership Team to provide leadership, direction and the overall management and administration of the Community Services Department including the management of all parks and recreation programs, facilities, and fire services, in consultation with the CAO;
- Prepare reports with technical advice on Community Services issues and make recommendations for new (or revised) departmental policies.
- Direct, oversee and advise on all matters related to the Municipality's operations and provision of parks and outdoor spaces, facilities and recreation programs within approved budgets.
- Accountable for overseeing annual departmental business plans including the development and delivery of department operating and capital budgets; approves and monitors the department's expenditures against budgets approved by Council;
- Develop, recommend, and implement a long-term plan for operational and capital improvements for all parks, open spaces, programs, and facilities for the Community Services Department
- Assess the Town's parks and recreation services needs to guarantee the maintenance of existing and future needs, as approved by Council;

- Represent the Town as an official liaison on community projects, plans, and strategies;
- Ensure a high level of competence and promote professional development of staff;
- Leadership and solid understanding of the development, approval and implementation of short-term and long-term departmental plans with emphasis on Asset Management and life-cycle projections;
- Responsible for recommending and formulating policies, procedures and guidelines to the CAO related to the operation, co-ordination of services or execution of activities;
- Establish, maintain and evaluate the effectiveness and responsibilities of the overall department in consultation with the CAO;
- Responsible for ensuring compliance, training and staff supervision pertaining to applicable provincial and federal legislation, i.e. WHMIS; Occupational Health & Safety standards and practices, Workers Compensation Act;
- Coordinate and review all departmental reports, as appropriate – including authoring reports for Council;
- In accordance with the policies adopted by Council and in consultation with the CAO, responsible for performance management of all departmental employees;
- Perform other related duties as may be requested by the CAO.

POSITION REQUIREMENTS

- University Degree or College Diploma in Recreation Management, Marketing, Communications, Business Administration, or related field or acceptable equivalent, Masters level is preferred;
- 5 to 10 years progressively responsible experience in the municipal recreation programming, event planning, marketing, and customer services field.
- Demonstrated experience developing and managing capital and operational budgets;
- Excellent interpersonal and communication skills with the ability to interact courteously, diplomatically and tactful with employees, officials, members of the public and members of Council;
- Demonstrated ability to develop clear goals and objectives for all Business units under the Community Services Department, and an effect leader with the ability to build strong teams;
- Strong internal working relationships to support departmental efforts with the CAO, employees, and others. Provides advice and guidance to members of committees, advisory groups, and patrons. Provides goodwill to the public.
- Represents the corporation in its relations with suppliers, contractors, and others.
- A valid Class “G” driver’s license;
- Criminal record check

WORKING CONDITIONS AND ENVIRONMENT

- Flexible, hybrid work environment, including three days spent in-office and two days working from home;
- This position works 40 hours a week, 8:30pm-4:30pm, Monday to Friday, however the incumbent may also work outside of regular business hours. Frequent site visits will be required as part of the daily management of projects;
- The compensation for this position is under review and is currently at a range of \$133,004.29 - \$155,584.42;
- The Town offers an excellent comprehensive benefit package, and participation in the Ontario Municipal Employee Retirement Scheme (OMERS) pension plan.