



City of Melfort Director of Community Services

Reporting to the City Manager and accountable to Council, the Director of Community Services is an integral part of the City's senior management team, providing strategic and operational leadership. The Director of Community Services is in continuous communication, both written and verbal, with stakeholders and a liaison with Council, council boards and committees, staff, and the public. In addition, the Director of Community Services ensures that Council, council boards and committees, quasi-judicial boards have the required information to make decisions.

The core functional areas the Director is responsible for include the development and utilization of City-owned Facilities, Parks & Open Spaces, Planning and Development, Building Inspections, and Cultural Programming.

POWERS, DUTIES AND FUNCTIONS OF THE DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services shall:

- Evaluate the effectiveness of the department's policies, programs, and resources to stated objectives, reviews issues and makes recommendations to the CITY MANAGER.
- To prepare, present administrative reports for City Council. Committees of Council, appointed advisory boards or as required.
- Attend Council Meetings.
- Develops, for approval, department operating/capital budgets and long-range budgets that support the department's mandate and meet the goals and objectives of Council's Strategic Plan.
- Provides approvals for procurement and authorizes payment to professionals and contractors as per policy.
- Leads the development of greenfield and infill land development projects, including the budget, scope, quality and schedule.
- Prepare reports recommending the sale price of city lots.
- Develop and maintain policies for city land sales and development levies.
- Delivers effective programming, ensures development, recommends implementation strategies, creates quality improvements and risk management programs.

- Review and recommend all Zoning and Official Community Plan (OCP) Bylaw Amendments, and prepare sub-division applications to ensure that proposed developments comply with all applicable acts and regulations.
- Coordinates subdivision applications.
- Controls operational/capital requirements and maximizes efficiencies by seeking out grants, reviewing contracting opportunities, and utilizing volunteers.
- Facilitates the relationship between user/community groups and the City's facilities.
- Through the department's resources, direct the operation of the City's facilities, keeping the community's needs in proper focus.
- Oversees, in cooperation with the Director of Utilities and Public Works, the operation and maintenance of City facilities, sports complex, parks and green spaces.
- Hires, trains, evaluates and releases (as necessary) all subordinate staff within the approved collective agreement, personnel policies and legislation.
- Develops a positive and initiative-taking Customer Service philosophy throughout the department. Responds to public inquiries and complaints according to approved procedures.
- Directs and conducts research relative to bylaws, policies, management reports, etc. Ensures that relative departmental bylaws are up to date.
- Provides visionary leadership and expertise and guidance and support to volunteers.
- Meets regularly with the senior management team and Community Services staff to keep abreast of operations, facilitate two-way information exchange, and provide operational critique and improvement input.
- Functions as a liaison to community service organizations requesting assistance in needs surveys, facility or program planning, equipment and program resources, and budgeting.
- Plans, promotes, assists, develops, operates, and administers a broad range of recreation and cultural programs. Directing and coordinating staff in the implementation of programs and projects.
- Performs other duties as assigned by the CITY MANAGER.

CORE COMPETENCIES

- Consistently demonstrates reliability and integrity by following City guidelines, standards, regulations, and principles.
- Adapts to new and changing conditions, priorities, technologies, and requirements.

- Strong organizational and time management skills, working effectively under the pressure of time limitations and constraints.
- Works cooperatively and effectively to reach a common goal, fostering a collaborative work environment.
- Communicates effectively, transmitting information consistently and clearly to citizens, Council, colleagues, and administration.
- Understands and operates effectively within both the political environment of the Corporation and the community, diplomatically handling challenging situations.

EDUCATION, CREDENTIALS AND EXPERIENCE

The ideal candidate will have the following education and credentials:

- A college diploma or university degree in Planning or a related field is desirable.
- A Registered Professional Planner registered with SPPI is considered an asset.
- Five years of experience in a municipal government environment.
- An equivalent combination of education and experience may be considered.

Salary Range

- \$91,811 - \$114,764

To explore this opportunity, please email your resume, marked "Director of Community Services Confidential," to employment@melfort.ca

The City of Melfort thanks all prospective applicants; however, only those selected for an interview will be contacted. The competition will remain open until the position is filled.