

The Town of Cobourg is seeking a **Director, Community Services**. This position is responsible for setting the overall vision, strategic direction, and the execution of corporate and departmental initiatives for the Community Services Division, including Recreation Facilities, Parks and Tourism departments. The Director is also responsible for the development of a high-level community development strategy intended to create and leverage strategic partnerships necessary to advance corporate and departmental initiatives.

Responsible for the overall management, development and provision of services and programming for facilities related to the following areas:

- Recreation:
  - Cobourg Community Centre
  - Memorial Arena
- Parks:
  - Responsible for all parks and facilities under the Parks Department
  - Campground and Marina
- Tourism and Events
  - Dressler house
  - Concert Hall

The Director, Community Services is responsible for managing staff, volunteers and contractors, assessing service level requirements, preparing and monitoring annual budgets, staff recruitment, supervision and performance management and related training and development, and liaising with government agencies, public and staff. Other primary duties of this position include:

- Responsible for the creation, marketing, implementation and performance reporting of cost-effective recreation programs that meet community needs and requirements and service philosophies balancing participation and revenue recovery targets.
- Oversee the research, development and delivery of indirect services including Festivals & Events and in the areas of art, culture, sport, seniors, and not for profit infrastructure.
- Develop, and foster community partnerships with a diverse set of stakeholders. Lead and promote the creation of strategic partnerships designed to leverage the social capital, skills and experience of specific groups into everyday service delivery advancement opportunities to better serve current, new, and emerging needs of residents.
- Acts as a liaison and/or resource to government departments (Recreation, Tourism, and Culture), recreation groups, community organizations, consultants, and municipalities to further the parks, recreation, tourism, and cultural portfolios.
- Assist with Emergency Management in relation to Community Services.
- Anticipates future needs, opportunities, and consequences. Uses a proactive solutions-oriented approach to problem solving to achieve desired outcomes.
- Strong ability to develop and administer budgets (Capital and Operational).
- Present & respond effectively to large groups as may be required at Council meetings.
- Knowledge of relevant Provincial statutes, applicable legislation and regulations, corporate by-laws, policies, and procedures as they apply to the corporation, municipal government and department.

The successful candidate will possess an undergraduate or master's degree in recreation, public administration or a related discipline with 7-10 years' experience managing parks, recreational and cultural facilities preferably in a municipal setting. The successful candidate will have a strong leadership ability and demonstrated capability to supervise staff effectively and build effective teams and experience with contract and lease administration, project and event management is required. They will have a thorough working knowledge of recreational and cultural program development, design, delivery, and evaluation for a variety of age groups and have proven experience in marketing, event planning and fundraising.

Excellent interpersonal skills including the ability to work effectively in a team environment and to exhibit courtesy, tact and diplomacy in dealing with the public, department officials and other members of staff with the ability to adhere to confidentiality requirements at all times is required. The successful candidate will have strong interpersonal, communication (written, oral and interpersonal), project/time management, analytical problem-solving, organizational, public relations, presentation, strategic planning, report writing, negotiation, team building, leadership and supervisory skills. An excellent working knowledge of Microsoft Office and other software application systems is required.

The successful candidate must possess a Class "G" driver's license in good standing, have access to a reliable vehicle for use on corporate business and be able to provide a current acceptable driver's abstract and a current acceptable vulnerable sector check.

**WAGE:**

The wage scale for this position is Non-Union Grade 12: \$145,225.26 – \$169,895.00 annually.

For a detailed list of the position responsibilities and required qualifications please refer to the position description at [www.cobourg.ca/jobs](http://www.cobourg.ca/jobs).

Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [careers@cobourg.ca](mailto:careers@cobourg.ca) no later than **September 12<sup>th</sup> at 4:00pm**.

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.