

EXTERNAL JOB OPPORTUNITY

POSITION:	EXECUTIVE DIRECTOR, RECREATION & CULTURE	JOB POSTING #:	2021-0276
POSTING PERIOD:	Friday, September 10, 2021 at 8:30 AM to Monday, September 27, 2021 at 4:30 PM		
DEPARTMENT:	Recreation & Culture	UNION:	Non-Union
LOCATION:	Various	JOB CODE:	NU0403
POSITION STATUS:	Regular Full-Time	GRADE/CLASS:	NU16
# OF POSITIONS:	1	RATE OF PAY:	\$135,613.74 to \$164,839.14 Annually
POSITION #:	00004207	SHIFT WORK REQ'D:	No.

DUTIES:

Reporting to the Commissioner, Community Services or designate, this position will be responsible for providing overall organization, planning, budgeting, programming, control and direction of the Recreation and Culture Department: Will oversee the facilitation and delivery of accessible recreation services, programs and special events as well as planning, operation and maintenance of recreation facilities and assets including recreation complexes, pools, arenas, community centres, sports fields, heritage facilities, marina and beach. Will develop departmental goals and objectives while creating business strategies in line with approved Windsor City Council priorities, which will include but will not be limited to the review, maintenance and update of the Municipal Cultural Master Plan as well as working closely with the Parks Department on the Parks & Outdoor Recreation Master Plan. Will develop, implement, maintain and improve appropriate plans, programs, procedures and agreements which support the accomplishment of departmental goals and objectives. Will be accountable for the department's employees and will coordinate, delegate, direct, discipline, and provide safety awareness for all recreation and culture personnel for the implementation and supervision of programmes and initiatives.

Will ensure an effective team and a positive work environment. Will enforce applicable legislation and regulations, corporate policies and procedures, as well as departmental procedures. Will be responsible for the department's operating and capital budgets. As a member of Community Services - Senior Management Team (SMT), will attend City Council meetings and relevant Standing Committee meetings, as well as public meetings as required to deliver presentations, provide background information and justification of all recommendations. Will work collaboratively with colleagues in the delivery of efficient services with a strong focus on exceptional customer service. Will advise the Commissioner, Community Services of all recreation and culture matters, including proposed policies, negotiations, contractual obligations, program updates etc. Will provide and practice effective communications and public relations in collaboration with Corporate Communications. Ensures staff familiarization with provincial safety legislation and corporate safety policies and procedures. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a Master's Degree in Business or Recreation Administration, Human Kinetics, Sport Management or related field or Ontario Ministry of Education equivalency and a minimum of 6 years of related job experience in recreation programming, facility management, administration, communication, employee relations, planning and development;
- **OR** Must have a University Degree in Business or Recreation Administration, Human Kinetics, Sport Management or related field or Ontario Ministry of Education equivalency and more than 10 years of related job experience in recreation programming, facility management, administration, communication, employee relations, planning and development.
- Must have excellent analytical, organization, problem solving, and proven leadership skills.
- Must have proven ability to adapt to rapidly changing environments.
- Must have superior written and oral communication skills.

CONTINUED...



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QUALIFICATIONS CONTINUED..:

- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work.
- Will be required to complete and remain current as per the requirements of the Corporation's Management Certificate Program.
- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset.
- Masters' Certificate in Municipal Leadership would be considered an asset.
- Aquatics facility management certificate would be considered an asset.
- The physical demands analysis associated with this job indicates a sedentary level of work.
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment.

HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact recruitment@citywindsor.ca or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.
To apply for this position, click [APPLY NOW](#)

NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.