

EDMONTON

Allocation Supervisor, Recreational Spaces, Facility Bookings (Recreation Officer III) Job Number: 17806

Do you enjoy working directly with the public? Are you looking for the opportunity to have a big impact? This position is responsible for building relationships and allocating time and space within City of Edmonton facilities. You oversee the bookings for 20 Aquatic Facilities, 29 Arenas, 330 Gymnasiums and 1,700 Sports Fields to 1200 user groups as well as manage Aquatic, Arena, Gymnasium, and Sports Fields user committees. Your biggest challenge is allocating all of this in a fair and equitable manner. You meet this challenge by using a detailed thought process to logically make decisions and staying organized. You have excellent facilitation and relationship building skills that enable you to be successful at negotiating change and resolving conflicts in a dynamic environment. If this is you... Apply today!

Responsibilities of this position include:

- Managing all aspects of the city-wide facility booking process and booking systems for aquatics, arenas, gymnasium, sports fields, and picnic sites
- Working with user groups to ensure their booking needs are met in an efficient, equitable and fair manner
- Liaising with multiple user groups and stake holders including school boards, sporting associations, City departments, City employees and the general public
- Exercising strategic decision making to ensure user issues are dealt with appropriately and in a timely manner
- Supervise, motivate and support a team of booking clerks and day-to-day operations
- Gather, evaluate and interpret data to determine leisure needs and demands both currently and in the future
- Develop and facilitate public participation in various group committees
- Consult and work with staff to identify best practices for increased effectiveness and efficiency then subsequently incorporate these in to the operating model
- Manage the technical infrastructure related to all business processes in the area

To visualize what it is like to be on our team, visit [The City of Edmonton Talent Hub](#).

Qualifications:

- Bachelor's degree in Recreation Administration, Commerce, Business Administration or equivalent recognized degree
- Seven (7) years of professional experience in the recreation field with a minimum of five (5) years working with community groups
- Proven ability to liaise with multiple user groups and stake holders including school boards, sporting associations, City departments, City employees and the general public
- Supervisory experience including scheduling, coordinating assignments, coaching and preparing regular performance appraisals
- Familiar with administering contracts and agreements
- Extensive knowledge of the theory and philosophy of leisure
- Extensive knowledge of research, analytical techniques and subsequent policy development methodology
- Knowledgeable of the current social, consumer, economic, health and community resources in the fields of leisure services, health and education
- Proficient with Microsoft Office Suite (Outlook, Word, Excel and Access)
- Experience with CLASS would be considered an asset
- The successful candidate will be required to obtain a satisfactory Edmonton Police Service Police Information Check Certificate from the Police Information Check Section located at #108, 14315 118 Avenue. This can usually be obtained with only a single visit to the Police Information Check Section
- Applicants will be required to arrange their own transportation and where appropriate will be reimbursed in accordance with City of Edmonton policy. This may require the applicant to obtain business auto insurance

Hours of Work: 33.75 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program.

Salary Range: 21M, Salary Grade: 029, \$38,993 - \$49,006 (Hourly), \$68,695.92 - \$86,336.32 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton. This union contract is currently under negotiation.

General:

- Applicants may be tested.
- Civic Service Union 52 members are asked to send a copy of their application to the union office.
- The City of Edmonton thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted.
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals.

The Province of Alberta is a party to the federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility Agreement with British Columbia, and the New West Partnership Trade Agreement with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the provinces. Applicants may obtain information regarding recognition of extra provincial credentials at www.newwestpartnershiptrade.ca/

Recruitment Consultant: IA/AL

Classification Title: Recreation Officer III

Posting Date: Apr 17, 2014

Closing Date - 11:00 p.m. MST on: Apr 27, 2014

Number of Openings (up to): 1 - Permanent Full-time

Union: CSU 52

Department: Business Development, Customer Services & Facility Bookings (Community Services)

Work Location(s): CN Tower, 14th Floor, 10004 - 104 Ave Edmonton T5J 0K1



Want to apply? Need more details? Visit www.edmonton.ca/careers

Use our easy online system to complete all application requirements immediately and efficiently.

Applicants applying by fax (780)496-8063 or by mail/drop-off at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB T5J 2R7, will be forwarded necessary application documents.