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## Senior Manager of Recreation Services & Facilities

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<i>DEPARTMENT:</i>	<b><i>Parks and Recreation</i></b>	<i>STATUS:</i>	<b><i>Temporary Fulltime (1 year)</i></b>
<i>NO. OF POSITIONS:</i>	<b><i>One</i></b>	<i>UNION:</i>	<b><i>Exempt</i></b>
<i>HOURS OF WORK:</i>	<b><i>37.5 hours per week</i></b>	<i>SALARY:</i>	<b><i>Competitive compensation package including benefits and compressed work week program</i></b>

The City of New Westminster is looking to attract a dynamic and skilled leader to assume the role of Senior Manager of Recreation Services & Facilities. Reporting to the Director of Parks and Recreation, you will be responsible for the management and coordination of recreation services and related facility operations.

### KEY ACCOUNTABILITIES:

- Develops strategies, tactical plans, budgets and policies for recreation services functions.
- Plans and coordinates the development, implementation and ongoing maintenance of programs, services and facilities.
- Directs and oversees the development and administration of municipal recreation programs, activities, special events and related facilities and administrative processes, including financial management and organization of internal information and operating systems.
- Chairs and provides expertise to a wide range of internal and external committees.
- Liaises with various community and business groups, School Boards, municipal and other government agencies, committees and organizations, the media and the public to represent the City's interests, facilitate meetings, and ensure programs and services meet community needs and priorities.
- Researches, prepares and delivers reports, presentations and recommendations for appropriate action to City Council or other officials, community, media and the public.
- Participates in the development and implementation of policies, procedures, standards and systems to optimize program effectiveness and service delivery.
- Provides policy interpretation and monitors compliance across the organization.
- Manages reporting staff, including hiring, scheduling, assigning and reviewing work, coaching and developing, performance management, training, workplace safety and all other people management practices.
- Leads teams and contractors related to Parks and Recreation special projects.
- Represents the Department at the City's Emergency Social Services function and leads departmental work in this area.
- Assists the Director of Parks and Recreation in long range & strategic planning and analysis of complex issues.

### REQUIREMENTS:

- Completion of a university degree in Recreation Administration, Organizational Leadership, or Public Administration supplemented by at least 10 years of sound progressive supervisory, team leadership and administrative experience in the Recreation Services field or an equivalent combination of education and experience.
- Extensive knowledge of community recreation needs, municipal strategies, functions and program interests and requirements that are served by the Parks and Recreation Department.
- Extensive knowledge of the methods, policies, procedures and practices used in the operation, maintenance and management of recreational, arts, cultural, facilities and services.
- Experience with and knowledge of recreation service delivery through a community development approach.
- A high degree of communication, leadership and interpersonal skills to develop, foster and maintain strategic partnerships internally and externally.
- Ability to plan, coordinate and lead the implementation, evaluation and measurement of diversified recreational, arts and cultural activities including municipal recreation facilities, services, special events and projects.
- Problem-solving and decision-making skills to determine priorities, develop programs and determine location or allocation of facilities, programs and services.
- Research and analytical skills to participate in policy development, making recommendations for fees and charges, interpretation of related by-laws, budget management, trend analysis and program assessment.
- Valid Driver's License and personal vehicle available for use at work.
- Must have flexibility to attend evening and weekend meetings and events.

Apply by sending your resume quoting **competition #16-98 by September 8, 2016** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*We thank all applicants in advance; however, only those selected for an interview will be contacted.*

*The City of New Westminster is committed to employment equity.  
We welcome diversity and encourage applications from all qualified individuals.*