

# Facility Supervisor

Community Services Department  
Recreation & Community Development Division

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(Temporary full-time for approximately one year)

**Posting No. 276(222)**

The City of Saskatoon is an Employment Equity employer

**DUTIES:**

1. Plans, organizes, and directs the activities within one of the specialized functions in order to maximize use of recreation facilities, programs and services in response to market demand.
2. Manages assigned staff; hires, assigns work schedules, assesses staffing needs, identifies and pursues other resources if necessary and performs layoff and recall. Plans and approves staff development. Conducts performance management and, when required, disciplinary action.
3. Selects programs and services to meet customer needs; implements, evaluates and/or retires those programs based on defined business goals and outcomes and in accordance with the Program Planning Cycle and in response to market demand and customer feedback.
4. Responsible to develop and maintain a plan to convert civic facilities into a reception centre in response to an emergency and manage an emergency reception centre under the direction of the Corporate ESS Coordinator.
5. Prepares, presents for approval, and monitors the operating and capital budgets for the assigned function; recommends available resources for allocation.
6. Manages public consultation processes to ensure the recreation infrastructure is developed to support volunteer and other agencies' program delivery roles and to develop a framework for partnership agreements.
7. Represents the department in discussions and negotiations with other departments and external agencies related to maintaining and monitoring standards for safety, cleanliness, and security of the assets, emergency social services plans, and sports field and recreation facility development.
8. Negotiates partnerships, leases, operating agreements and other related contracts, and represents the department on any partnership or management committees. Develop a strategy to approach and acquire sponsorships for selected programs and facilities.
9. Reports concerns and comments from the public and staff, a comparison of actual to desired results and an analysis of the cause of the variance(s).
10. Provides, and seeks from front-line staff, advice and direction to ensure customer service processes are responsive, adaptive, and accessible.
11. Assists the marketing section in developing marketing campaigns for program and rental opportunities.
12. Performs other related duties as assigned.

**QUALIFICATIONS:**

- Degree in recreation administration, kinesiology or a related field.
- Four to six years' progressively responsible recreation experience including municipal facility operation or program development experience.
- Thorough knowledge of program planning, implementation and evaluation principles and methods.
- Knowledge of the role of the municipality in leisure services delivery.
- Knowledge of current literature, standards, trends, and practises applicable to facility operation, program planning, and customer service.
- Ability to direct and support staff in achieving identified results.
- Ability to provide leadership and empowerment to achieve results through others.
- Ability to develop and present budgets, and control available resources to achieve expected results.
- Ability to develop and maintain effective working relationships.
- Ability to negotiate rental/usage agreements through problem-solving, consensus, stakeholder involvement, and dialogue.
- Ability to express ideas and concepts effectively in oral and written form to a variety of audiences.
- Demonstrated skill in word-processing, databases, and spreadsheets.

**SALARY:**

\$78,725.28 to \$92,699.76 per annum (2016 rates)

**CLOSING DATE:**

Wednesday, July 5, 2017

2017/06/20