

EXEMPT JOB DESCRIPTION – DIRECTOR OF COMMUNITY SERVICES



JOB TITLE: Director of Community Services
PAYGRADE: EXEMPT
REPORTS TO: CAO

NATURE AND SCOPE OF WORK:

This exempt full-time position performs a variety of managerial, supervisory and administrative duties and is responsible for leading and managing the provision of Community Services which focuses on Development Services (planning, building and bylaw enforcement), and includes Recreation and Parks and Facilities. Without limiting the generality of the following, this position is responsible for complex professional and administrative work developing and implementing goals, objectives, policies and procedures and evaluating performance for the division that supports the direction of the city.

An employee at this level exercises considerable independent initiative, judgment and action within established guidelines and policies and sound professional and administrative practices. The work is reviewed in terms of accomplishment of desired results.

Responsibilities may also include consultation, direction or response to emergency conditions during non-business hours.

Key Responsibility Areas:

Recommends appropriate policies and leads implementation and administration of them to govern the Department. Prepares procedural statements in support of approved policies.

Researches, recommends and prepares management reports and provides professional advice to the CAO on all responsibilities within the jurisdiction of this department, including analysis of issues, options available, advantages and disadvantages and policy issues associated with alternative actions. Prepares reports and statistical summaries as necessary for review by the CAO, Council or other bodies and makes presentations to Council as required.

Directs the preparation of short and long term operational and capital budgets and business plans for each departmental business unit, including resource allocations for existing and new programs and initiatives. Controls departmental spending within the approved budget for the department. Approves departmental invoices for payment.

Ensures the optimum utilization of staff through their selection (including hiring, disciplining and, where required, providing input into employee termination), training, development and motivation and provides leadership, guidance and management direction to employees by planning, assigning and supervising their work. Manages the coordination of Council communication and direction for the team. May be asked to participate in matters relating to labour relations, such as acting as a member of the bargaining committee.

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Develops work plans for each aspect of the department's responsibilities. Reviews plans with subordinate staff and seeks their input. Works with teams on revenue projections and trends. Reviews each operational workplace to ensure that staff is functioning in a safe environment.

Coordinates cross-organizational initiatives that relate to community programs and services.

City Approving Officer, signatory for land titles documents, and signatory for documents that have delegated authority to the Director (i.e. development permits, bylaw or building compliance documents, etc.)

Ensures the City is within compliance and meeting standards for all Metro Vancouver, Provincial, Federal and other required regulations.

Leads the creation and or renewal of the Official Community Plan; and other strategic community planning documents (i.e. Parks and Recreation Master Plan, Housing Action Plan, Age Friendly Community Plan, etc.)

Leads the long-term planning and maintenance of City facility and park assets.

Staff liaison to Katzie First Nation and other neighboring municipalities and levels of government as applicable.

Participates on various committees and task forces to represent the City's interest and to provide input. Provide technical staff support to several committees – agricultural advisory, airport advisory, and advisory design panel.

Responds in a timely manner to a wide variety of inquiries from members Council, the public, and others.

Staff liaison to committees of Council as assigned.

Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Ability to plan, coordinate, train, supervisor and evaluate work of technical and support staff. Demonstrated leadership, planning, communication and organizational skills and experience managing in a unionized environment.

Ability to exercise sound judgment and represent the department and the City in meeting and dealing with a variety of groups, individuals or committees on a variety of functional area topics.

Ability to understand and analyze complex documentation originating in various functional areas, summarize information and provide feedback and options to CAO. Ability to prepare professional and technical planning and/or administrative reports and studies, and analyze and evaluate data for complex problem solutions.

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Ability to plan and finish projects on time.

Ability to establish and maintain databases and files and to review and analyze the information contained therein using standard spreadsheet, word processing tools along with other specialized software packages.

Ability to prepare budgets, maintain financial and administrative records and to manage the departmental operational and capital budgets.

Ability to perform research activities, prepare and maintain records, prepare and present technical reports, correspondence and related material.

Ability to establish and maintain effective working relations with staff, department heads, elected and appointed officials, the general public and representatives of other municipalities, financial institutions and professional, public and community groups.

Ability to understand, interpret, summarize and communicate information in both verbal and oral report format.

Ability to meet and deal tactfully with the public, to enforce rules and regulations in a firm and diplomatic manner and to speak effectively in public situations.

Ability to analyze and develop logical and systematic courses of action.

Ability to work calmly under pressure, without supervision.

Proficiency in a computerized environment.

REQUIRED TRAINING AND EXPERIENCE

Education: Equivalent to a Bachelor degree in urban planning, public administration, business administration, urban geography or a related discipline. Eligibility for a MCIP designation with the Canadian Institute of Planners and a RPP designation with the Planning Institute of BC is preferred, or a similar professional designation.

Experience: Five years of increasingly responsible, full-time paid professional municipal experience, including four years in a supervisory, administrative role in a variety of functional areas, including but not limited to community services. Proven organizational and management ability in a municipal setting preferred.

Driver's Licence valid in the Province of British Columbia

Approved:

Chief Administrative Officer

Date

January 2018