

Position Vacancy: Assistant Director of Parks, Culture & Recreation

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DEPARTMENT:	Park, Culture and Recreation	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	Exempt
HOURS OF WORK:	37.5 hours per week	SALARY:	\$ 109,359.00 - \$120,531.00

RESPONSIBILITIES:

The City of New Westminster is looking to attract a dynamic and skilled leader to assume the role of Assistant Director of Parks, Culture, and Recreation. Reporting to the Director of Parks, Culture and Recreation you will be responsible for the planning, coordinating and management of recreational, arts and cultural service areas including related facility operations. You will be responsible for directing the development and administration of municipal recreation programs, activities, special events, including developing strategic plans, financial strategies, and preparation of operating and capital budgets. In addition, you make presentations to City Council, liaise extensively with community and business groups, school boards, municipal and government agencies, committees and organizations, media and the public. You supervise, coach and develop a large group of Recreation and Facility Managers, manage performance and lead teams of community members and contractors on projects relating to Parks, Culture and Recreation.

REQUIREMENTS:

- Completion of a university degree in Recreation Administration, Organizational Leadership, or Public Administration supplemented by at least 10 years of sound related community recreation experience.
- Extensive knowledge of community recreation needs, municipal strategies, functions and program interests and requirements that are served by the Parks, Culture and Recreation Department.
- Extensive knowledge of the rules, regulations and policies governing the work performed and of the methods, 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 with community, Mayor and Council, business groups, school boards, municipal government agencies, committees, organizations, the media, and the public.
- 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.
- Ability to plan, train, supervise and evaluate the work of management and unionized staff performing a variety of general and specialized roles.
- 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 #12-04 by February 3, 2012** 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.

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.*