



The Corporation of the Municipality of Leamington  
NOTICE OF VACANCY  
COMMUNITY SERVICES DEPARTMENT  
MANAGER OF RECREATION AND CULTURAL SERVICES

Resumes will be received by the Human Resources Officer from applicants for the position of Manager of Recreation and Cultural Services in the Recreation and Culture Division of the Leamington Community Services Department until **Monday, March 1, 2010 by 4:30 p.m.** Resumes can be delivered in person to the municipal offices situated at 38 Erie Street North, Leamington, Ontario, N8H 2Z3, or faxed to 519-326-2481 or emailed to [prussell@leamington.ca](mailto:prussell@leamington.ca) Resumes should detail a short description of skills and personal employment history background. Short listed applicants will be subject to an interview process to determine eligibility and may be subject to testing. **Note: Short listed candidates only will be contacted.**

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**EDUCATION, SKILLS AND EXPERIENCE:**

Must have a recognized University Degree or a College diploma program in Recreation from a recognized post secondary institution. Must have a minimum of five years demonstrated experience in a mid-senior management municipal recreation position coupled with strong organizational and leadership skills. Must have knowledge of computer software programs in a "windows" environment; and must have working knowledge of applicable industry workplace standards such as The Windsor Essex County Health Unit regulations; Ministry of Labour regulations, etc. Being a holder of or having demonstrated development towards a Professional Designation through the Ontario Recreation Facilities Association would be considered an asset. Must be competent within the meaning of the Occupational Health & Safety Act and be capable of issuing clearly understandable written and verbal instructions; must be capable of recognizing work hazards and be able to translate same into operational recommendations and requirements.

Under the direction of the Director of Community Services, the Manager of Recreation and Cultural Services is responsible for the overall provision of services and program development of specified facilities operated through recreation/cultural services to the levels prescribed by council and within approved budgets. Specifically, the Manager will oversee the operations of the Leamington Kinsmen Recreation Complex, municipal marina and open sport facilities. Additionally, the Manager will oversee the contract to operate the municipal transit system, liaise with the Leamington Library operated by the County of Essex and will respond to community recreation/cultural initiatives and general community interest proposals.

Work is performed according to established policies with the latitude for the use of independent judgment in the selection of work methods and procedures.

Employed in an office environment the described work involves minimal risks or meaningful discomforts and requires few safety precautions. Hours are 35 hours per week. Some travel and attendance at evening meetings is required; some weekend work and "on call" availability is expected of the position.

**SPECIFIC DUTIES:**

1. Responsible for the overall management, development and provision of services and programming for facilities related to the following areas:
  - Leamington Kinsmen Recreation Complex facility;
  - Supervision of the Community Services Office Staff
  - Municipal Marina Facility;
  - Scheduling of Open Space Sport Facilities;
  - Municipal Transit System.
  - Community Arts & Culture

2. Community liaison with community arts, cultural and sport organizations; liaison with county library administration relative to the county library services provided in the municipality of Leamington.
3. Responsible for the human resource management of the Recreation & Culture Division & Community Services Office Staff (Positions covered under the Teamsters Union Agreement as well as non-union management staff):
  - plan, prioritize and assign work;
  - coordinate all aspects of the recreation division;
  - accountability for health and safety responsibilities of staff;
  - development of staff recruitment, disciplining, etc.;
  - conducting performance reviews and setting objectives on a regular cycle;
  - identify the professional needs of staff;
  - staff liaison meetings within the division and other departments/teams;
4. Responsible for the financial management of the recreation & cultural division:
  - prepare, present, monitor and evaluate annual capital and operating budgets as requested by administration;
  - set service level goals and monitor against financial targets as approved by council;
  - manage capital projects/programs including work assigned to others (contracts, etc.);
  - project variances as part of the monthly review; monitor and control budgets in conjunction with finance staff;
5. Responsible for the customer services and administration components of the recreation & cultural division;
  - respond to customer concerns and input and take actions as required;
  - ensure administrative procedures are maintained/followed as approved by council;
  - review preparation of tender and contract documents in consultation with other team members;
  - develop a system for customer input and conflict resolution;
  - develop and maintain a system to ensure public consultation to relevant operation projects;
  - prepare a 3 to 5 year capital and equipment replacement schedule;
  - maintain operation statistics and record as necessitated through municipal and senior level governments - i.e. grant applications;
6. Must adhere to the OHSA as well as the Municipality of Leamington's Health and Safety Policies and Procedures including WHMIS.
7. Other related duties as may be assigned by the Director of Community Services.

As per the current 2010 non-union salary grid, the annual salary range is **\$89, 393.44 to \$100, 975.14**. A comprehensive benefits package is included. Interested candidates are invited to submit a resume, in confidence, quoting file# **REC03012010-01** by 4:30 p.m. on Monday, March 1, 2010 to:

Human Resources Officer  
 Corporation of the Municipality of Leamington  
 38 Erie Street North  
 Leamington, Ontario N8H 2Z3  
 Fax (519) 326-2481  
 e-mail: [prussell@leamington.ca](mailto:prussell@leamington.ca)