

## **Director of Community Services**

*Full Time*

Department: Community Services

Location: Vermilion, AB

Closing Date: April 4, 2023 at 4:30 p.m.

*We offer a comprehensive wellness and pension benefit package, workplace development and great opportunities for employees to become involved in the community.*

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Reporting directly to the Chief Administrative Officer, the Director of Community Services is to ensure the provision of recreation, community and cultural programs, activities, events & services as well as the efficient daily operation of the corresponding facilities. In addition, the position will oversee the Community Peace Officer and be responsible for enforcement of community bylaws. The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars and courses at the discretion of the Employer in order to facilitate job knowledge and performance.

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### **RESPONSIBILITIES**

1. Create, nurture, pursue and maintain rapport and positive working relationship with community groups, sports organizations, the business community, and other interested parties to promote community programs, activities and events.
2. Maintain an effective working relationship with other key personnel, including, but not exclusive to, all Town of Vermilion staff, boards and departments, and related provincial and regional associations.
3. Provide supervision, hiring, training and direction for the Community Services Staff, the Peace Officer and contracted service providers.
4. Ensure efficient and effective operation, maintenance and development of Town recreational facilities as well as the promotion of recreation, Family and Community Support Services (FCSS) Programs, the Vermilion Regional Centre, parks and playgrounds.
5. Ensure accurate record keeping, report generation and internal controls for each facility as well as non-facility-based programs.
6. Access applicable alternate funding sources such as grants, donations and sponsorships.
7. Assist the Director of Finance with budget preparation and control expenditures for the department within the parameters of the budget as approved by Town Council.
8. Maintain memberships with, and attendance to, all applicable associations, meetings and conferences.
9. Review and have a strong understanding of the Town's Emergency Response Plan and the position's role within it.
10. Facilitate ongoing staff training and adherence to accepted safety practices.

## **JOB DUTIES**

### **General**

1. Facilitate team development and interaction within the department.
2. Communicate regularly with supervisory staff, acting as a liaison to the CAO and Council.
3. Provide direction, performance evaluation, goals and objectives for supervisory staff.
4. Interact regularly with other Town departments.
5. Attend and participate at Council meetings, applicable Committee meetings, workshops, conferences and administrative meetings.
6. Ensure maintenance of accurate records and statistics as required by law or policy.
7. Compile and provide to the CAO month-end and year-end reports of the department.
8. Respond in a timely manner to public enquiries and concerns.
9. Control and issue purchase orders and expenditures for the department.
10. Regularly review and remain familiar with the Town of Vermilion's bylaws, policies and procedures.
11. Encourage and budget for staff training.
12. Assist the Director of Emergency Management in coordinating emergency services and resources used in an emergency.

### **Department Specific**

1. Assist staff with the development, scheduling of programs.
2. Ensure timely completion of statutory and required reporting.
3. Provide guidance, input and direction for programs, exhibits and events.
4. Attend and participate at meetings related to community services when possible.
5. Maintain membership in community services related organizations.
6. Prepare or ensure preparation of grant applications.
7. Provide input to assist in the maintenance of the Town of Vermilion website and social media postings.
8. Cooperate with Planning & Development and Infrastructure Services to oversee park & recreation facility design, development and construction.
9. Oversee the maintenance and/or improvement of community services buildings and grounds.

## **REQUIRED EDUCATION AND TRAINING**

The minimum level of education required to perform these duties are;

- Completion of Grade 12 Diploma; and
- Degree or Diploma in a related field i.e. Recreation Administration, Business Management, or equivalent.

The minimum experience required to perform these duties are:

- Two (2) years of applicable experience in a municipal environment
- Five (5) years supervisory/management experience within a similar environment

- Effective written and oral communication skills
- Ability to deal with the public in matters of some sensitivity in a courteous, diplomatic, and tactful manner

## **GUIDANCE RECEIVED**

Directives, manuals, regulations, ordinances or other written guidelines used regularly by this position are;

- Municipal Government Act of Alberta
- Town policy and Procedure Manual
- Reference manual and material
- Written or oral directives received from the CAO
- Government regulations and legislation

## **CONTACTS**

The Director of Community Services will frequently have contact with the following;

- Mayor, and Council members
- General public, community groups, sports organizations
- Town of Vermilion staff
- Other levels of government
- Local and regional schools

## **ENVIRONMENT**

Features of work which create unusual demands of the Director of Community Services, or which create physical and/or mental stress are;

- Considerable pressure may be exerted on the Director of Community Services to ensure work is completed, to meet deadlines of a wide variety of activities, projects and tasks
- Conflicting demands may be exerted by the Public and community groups and/or organizations
- Requires discretion in all matters

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Please submit resumes by April 4, 2023 at 4:30 p.m.; however, resumes will be accepted until the position has been filled. Submit resumes to [klucas@vermilion.ca](mailto:klucas@vermilion.ca).

Mail: Chief Administrative Officer  
Town of Vermilion, 5021 – 49 Avenue  
Vermilion, AB T9X 1X1