

Manager of Cultural & Recreational Programs

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn, and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of a **Manager of Cultural & Recreational Programs** to join our team of professionals in a one-year term capacity. The qualified individual will be responsible for operation and ongoing coordination and management of cultural and recreational programming and services.

As Manager of Cultural & Recreational Programs some of your key responsibilities will be:

- **Leadership & Employee Development:** by establishing annual goals and objectives, supporting an environment that encourages creative thinking and innovation.
- **Cultural and Recreational Program Management:** oversee and monitor all cultural and recreational programs in order to ensure the efficient and effective delivery of these programs to the community.
- **Exceptional Citizen Service:** Provide a vibrant, safe and healthy community, by researching all matters impacting upon the provision of cultural and recreational programming and services within the community and to assist in the preparation of long range and short-term planning.
- **Financial Management:** Prepare and submit, to the Department Head, the Division's annual operating budget for the provision of cultural, recreational programs and initiatives.
- **Administrative Management:** assist in the development, implementation, application and review of Department policy and objectives including program planning, user fee and rate reviews.
- **Sponsorship, Grants and Funding Opportunities:** develop and maintain an alternative revenue program by researching and actively seeking sponsorship, advertising, government grant and other alternative funding opportunities suitable to support current and future programs for the Department.

This is a one-year term position with the potential for permanent. Salary range is \$75,521 to \$84,999 that will be determined by qualifications and experience, plus the City offers a benefits package.

QUALIFICATIONS

Minimum qualifications shall include:

- Successful completion of a Diploma or Degree from a recognized post-secondary institution in Kinesiology, Recreation Management, Cultural or Recreational Programming or equivalent education and experience in a related field.
- A minimum of 3 years progressive experience in management and supervision of staff preferably in a municipal or unionized environment.
- Demonstrated supervisory and problem-solving skills
- Proficient in using Microsoft Office, Word and Excel, and the ability to learn new technology as required.
- A valid Class 5 Manitoba Driver's Licence.
- Excellent communication skills both orally and in writing. This includes the ability to understand written and verbal instructions.
- Ability to present clearly and concisely to large groups.
- An understanding of budgets and financial reporting.
- Demonstrated ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts
- Experience with acquiring sponsorships, government grants and fundraising initiatives.

Full job description available on the City's website.

If you would like more information about this position, please visit myselkirk.ca or contact Crystal Gustafson, Manager of Human Resources, City of Selkirk at (204) 785-4905. If you believe you can make a strong contribution to the City of Selkirk as the Manager of Cultural & Recreational Programs, please submit your resume in confidence to jobs@cityofselkirk.com quoting position #2019-22. Resumes will be accepted until April 18th, 2019.



JOB DESCRIPTION

POSITION TITLE: Manager of Cultural and Recreational Programs

DEPARTMENT: Culture, Recreation and Green Transportation

DIVISION: Programs

REPORTS TO: Director of Culture, Recreation and Green Transportation

Summary of Functions: Under the general direction of the Director of Culture, Recreation and Green Transportation the incumbent shall be responsible for operation and ongoing coordination and management of cultural and recreational programming and services.

Core Competencies applicable to all jobs within the City of Selkirk	Leadership Core Competencies
<ul style="list-style-type: none"> • Citizen and Public Focus • Communication • City of Selkirk Consciousness • Teamwork and Ambassadorship • Integrity and Trust • Ethics and Values • Strategic Results Orientated • Decision Making and Judgment 	<ul style="list-style-type: none"> • Mentorship, Directing and Developing Staff • Dealing with Ambiguity • Creativity • Decision Quality • Priority Setting • Motivating Others • Interpersonal Savvy

Job Duties

1. Leadership & Employee Development:
 - Supports an environment that encourages creative thinking and innovation; stimulates others to learn; and inspires others to perform to their highest potential;
 - Manages appropriate succession and training plans and ensures employees are correctly developed to perform their duties;
 - Influences and inspires others to achieve goals and objectives;
 - Builds and maintains positive and healthy relationships;
 - Leads others in adapting to innovative work environments and ensures awareness on Department initiatives, decisions, committees, policies, etc., is communicated;
 - Promotes and guides others to understand delivery of effective services and achievement of objectives and their interrelationship;
 - Promotes productive employee relations while guiding and coaching employees, supervisors, and other managers;
 - Demonstrates a commitment to the organization by actively participating in committees, programs, and organizational initiatives.

2. Cultural and Recreational Program Management
 - To oversee and monitor all cultural and recreational programs in order to ensure the efficient and effective delivery of these programs to the community.
 - Review and assess community feedback on all programs to deliver continuous improvement of existing and new programs and services.

- To develop partnerships and alternate service delivery models to enhance and support cultural and recreational programs.
3. Exceptional Citizen Service
 - Ensure the efficient and effective provision of services to Citizens and respond to inquiries from the public.
 - Provide a vibrant, safe and healthy community, by researching all matters impacting upon the provision of cultural and recreational programming and services within the community and to assist in the preparation of long range and short-term planning.
 - Develop, implement and review of methods, standards, scheduling and reporting systems for the effective delivery of cultural and recreational programming and services by the Department.
 4. Administrative Management
 - To direct and monitor all work assignments for all employees of the Division, including the maintenance of records of daily time, preparation of payroll timesheets and equipment charge out, to ensure the efficient and effective provision of services to other Departments, Division Clients and Corporate Citizens.
 - To assist in the development, implementation, application and review of Department policy and objectives including program planning, user fee and rate reviews.
 - To prepare such reports, policies, procedures and programs for accomplishing approved objectives including the development of methods, standards, scheduling and reporting systems for the effective delivery of Municipal Services by the Division. Establish efficient work schedules and procedures to meet the objectives of the Department.
 - To hire personnel within the Division as per the City's hiring policies.
 - To respond to inquiries from the Public and Senior Management.
 - To participate as a member of the Departmental Management Team. Responsible for committee meeting agendas. Attend meetings as required.
 5. Sponsorship, Grants and Funding Opportunities
 - To develop and maintain an alternative revenue program by researching and actively seeking sponsorship, advertising, government grant and other alternative funding opportunities suitable to support current and future programs for the Department.
 - Search, apply and advise other Departments on grants and funding sources to support City of Selkirk initiatives and activities.
 6. Financial Management
 - To prepare and submit, to the Department Head, the Division's annual operating budget for the provision of cultural, recreational programs and initiatives.
 - To advise and undertake the purchase of equipment, and purchase tools and supplies in accordance with the Municipal Purchasing Policy.
 7. Capital Asset Management Program
 - Understand and comply with the City's Capital Asset Management policies.
 - Support the development and delivery of the City's Capital Asset Management Program by providing professional advice and undertaking related tasks as needed.
 8. To direct work assignments of contractors, hired within the Division and monitor the completion of all assignments as per the contract documents.
 9. Perform other duties as assigned.

SPECIFICATIONS:

1. Skills, Knowledge and Abilities

Minimum qualifications shall include:

- Successful completion of a Diploma or Degree from a recognized post-secondary institution in Kinesiology, Recreation Management, Cultural or Recreational Programming or equivalent education and experience in a related field.
- A minimum of 3 years progressive experience in management and supervision of staff preferably in a municipal or unionized environment.
- Demonstrated supervisory and problem-solving skills
- Proficient in using Microsoft Office, Word and Excel, and the ability to learn new technology as required.
- A valid Class 5 Manitoba Driver's Licence.
- Excellent communication skills both orally and in writing. This includes the ability to understand written and verbal instructions.
- Ability to present clearly and concisely to large groups.
- An understanding of budgets and financial reporting.
- Demonstrated ability to establish and maintain effective working relationships with individuals at all levels of the organization and external contacts
- Experience with acquiring sponsorships, government grants and fundraising initiatives.

2. Responsibilities

As a Management Official, the incumbent shall have the supervisory responsibility for the operation of the cultural and recreational functions of the Corporation. This includes being directly responsible for the supervision and safety of staff.

3. Comprehension and Judgement

The incumbent must possess an in-depth understanding and ability to interpret the policies of the Corporation. An ability to effectively communicate with all clients of the Culture, Recreation and Green Transportation Department, including both internal and external clients of the Corporation.

The incumbent will exercise a high degree of independent judgement in the provision of services by the Division within the approved policies and procedures of the Department. This position shall have the authority, as approved within the annual operating and capital budgets, to financially commit the Corporation to an expenditure as stated in the Municipal Purchasing Policy.

The incumbent shall have the authority to suspend an employee of the Division for a period not to exceed (1) one day. The incumbent shall have the authority to recommend to the Department Head the suspension of an employee of the Division for a period not to exceed three (3) days.

4. Safety and Health

To respond to emergency situations after normal working hours, assessing the need for and mobilizing manpower and equipment to address the situation in an expedient and cost-effective manner.

To ensure all safety procedures and respectful workplace standards are followed by all personnel throughout the Division.

To act as a member of and provide support services within the City of Selkirk Emergency Plan in the event of an emergency as required.

5. Working Conditions

This position will work a 40-hour week.

The position may require the incumbent to attend meetings beyond the normal business hours and/or overtime as required by the Director or in the case of an emergency situation.

This position can involve a medium level of stress due to the commitment necessary in order to perform at an acceptable level.

Some travel, inside and outside the City limits, will be involved with this position.

This position does involve some physical effort when required.

Incumbent

Director of Culture, Recreation and Green Transportation

Date

Dated: April 2, 2019