

JOB TITLE: MANAGER OF STRATEGIC PRIORITIES AND COMMUNITY SERVICES

EXEMPT (Y/N)	Yes	SALARY LEVEL:	\$75,000-95,000
LOCATION:	City Hall	DEPARTMENT:	Administration
EMPLOYEE:	_____	REPORTING TO:	CAO
APPROVED BY:	CAO	DATE:	December 10, 2024

SUMMARY:

The Manager of Strategic Priorities and Community Services reports to the Chief Administrative Officer. This position is responsible for managing: recreation and public spaces, events, tourism, the municipal campground, events and other community engagement and enhancement initiatives. *This position will perform other roles within the Administration Department based on skill set and qualifications; job description to be revised prior to hiring.*

REPORTING POSITIONS:

Event Coordinator, Campground Manager, Recreation Services, Visitor Services.

KEY RESPONSIBILITIES include:

1. Manages the efficient and effective operation of assigned Strategic Priorities and Community Services.
2. Recommends goals, objectives, policies and programs to the Chief Administrative Officer for the assigned Strategic Priorities and Community Services. Arranges for regular review of these matters by the Chief Administrative Officer.
3. Manages the development and delivery of project and department-level annual budgets, work plans and related programs related to the assigned Strategic Priorities and Community Services.
4. Develops and implements operational policies, practices, and standards related to the assigned Strategic Priorities and Community Services.
5. Engages internal stakeholders in department-level strategic plan development and provides briefings, memoranda, and reports related to the assigned Strategic Priorities and Community Services.
6. Maintains effective relationships with external stakeholders including contractors, funders, user groups, and volunteers, as well as the broader community, with respect to the assigned Strategic Priorities and Community Services.
7. Develops and administers agreements and contracts in support of the programs and services related to the assigned Strategic Priorities and Community Services.
8. Evaluates, develops, and provides project management services related to the assigned Strategic Priorities and Community Services.
9. Develops grant-related deliverables and writes grants as assigned.
10. Responds to inquiries and follows up on service requests or concerns in an appropriate and timely manner.
11. Attends Council meetings and relevant committee meetings as a staff resource.
12. Maintains effective communication with other departments and management staff.
13. Serves in assigned Emergency Management roles.

14. Collaborates and supports the initiatives of other departments and the broader corporation as part of the management team.

KEY RELATIONSHIPS include:

- Staff, elected officials, and direct reports.
- Contractors and external service providers.
- Community stakeholders.
- Other local authorities and governments.

QUALIFICATION REQUIREMENTS:

A. Education and Training

- Post-Secondary degree or diploma in a relevant field.

B. Required Experience

- Minimum three years management experience in a relevant field.
- Project and contract management.
- Public communications.
- Ability to analyse technical information and produce professional reports and other written material.
- Department-level strategic and operational planning.

C. Expertise and Qualities

- Excellent interpersonal, communication, presentation, problem solving, decision making, leadership and general management skills.
- Strong working knowledge of the legislative and technical frameworks associated with the provision of local government services.
- Experience with Emergency Management and Emergency Operations Centres.
- Competence with information technology, office software, and social media.
- Public engagement.
- Demonstrated ability to exercise initiative and judgement.
- Organized and able to multi-task in a demanding work environment.
- Business plans and revenue development.
- Event planning and development.
- Valid Class 5 driver's license.
- Ability to obtain and maintain an acceptable Police Information Check.