



PARKS AND RECREATION ONTARIO

Job Mart

Director, Parks The City Of Calgary

The City of Calgary

Calgarians place high value on our quality of life, the liveability of our communities and in the spirit for which our city is known. Council and citizens work together to create effective solutions to the ongoing challenges and opportunities of growth and change we face. City Council is committed to creating and sustaining a city that 'works' for today and tomorrow. Progressive management practices, support of employees, a diverse workforce, learning and development, a safe work environment and competitive compensation packages are the hallmarks of The City of Calgary. The City places a high value on employees that are customer focused, are adaptable to change, are technically proficient and who approach work with pride and integrity. The Council's vision – *Working to create and sustain a vibrant, healthy, safe and caring community* – is supported by the corporate mission to proudly serve a great city. Situated at the base of the Rocky Mountains, Calgary is Canada's energy capital and is home to the second largest number of corporate head offices. Serving this fast growing and dynamic community, The City of Calgary is a progressive organization offering a wide range of programs and services to over 1 million citizens.

With over 7,500 hectares of land and 635 Km of pathways available, the opportunities for its citizens to get out in the fresh air are endless. Take a walk in Nose Hill Natural Environment Park, register for a parks pursuit, and let your dog run in one of the many off-leash parks, or simply sit and relax in one of the over 3,400 park sites - all of these are important to Calgarians.

For more information please visit the City of Calgary web-site at www.calgary.ca.

Position Summary

Reporting Relationship and Core Responsibility:

The Director, Parks will report to the City of Calgary's General Manager of Community and Protective Services (CS/PS) and will form part of the CS/PS leadership team.

The Director, Parks is responsible for the coordination and direction of all Park Management activities at The City of Calgary, overseeing an operating budget of just under \$70M and a \$200M five year capital budget. The Parks Director plays a pivotal role in land acquisition strategies for new developments as well as established areas and the redevelopment of parks as neighbourhood needs evolve over time. Additional responsibilities include the maintenance, capital repairs and replacement, as well as planning and approval for open-space developments through education, innovation, and strategy. The Director, Parks will be highly involved in the development of standards and enforcement as it relates to the Parks Business Unit.

Organization Structure:

There are currently twelve positions reporting to the Director, Parks as follows:

- Four Administrative positions (Executive Assistant, Special Projects Coordinator, Environmental Specialist & Safety Advisor)
- Manager of Strategic Planning
- Manager of Public Education and Programs
- Manager of Resource Management
- Manager of Operations (3 – North, Central and South)
- Manager of Planning and Development (2 – North and South)

Key Responsibilities:

The Director, Parks is required to lead the Parks Business Unit, and its staff, while providing critical leadership in developing and provisioning quality, accessible open spaces to support the creation of a safe and vital community. The Director will be responsible for:

- Participating as a member of the CS/PS management team and to plan for the optimal use of available resources to promote strong, vital and safe communities. Additionally, will participate in the overall City of Calgary management team as a member of the Senior Management Team.
- Plans, implements, and reviews departmental operational and strategic goals.
- Develops general policies for the administration of the Business Unit.
- Plans, formulates and recommends short and long range maintenance and capital improvement programs.
- Prepares annual budgets and controls expenditures.
- Establishes operational standards for the Business Unit.
- Attends conferences and seminars on parks development and operations to keep abreast of developments in the field.
- Providing leadership and developing commitment towards the achievement of a shared vision for a strong, responsive open space and urban forest system in Calgary.
- Ensuring the integration of Parks initiatives with the community through strong practical and strategic linkages with the CS/PS, Planning, Roads, Wastewater and Water Works Business Units.
- Ensuring that strong collaborative initiatives with communities and developers are undertaken in the management of Calgary's open space.
- Values and makes opportunities for public engagement and stakeholder input into major parks initiatives in communities.
- Strategically balancing the growth of Calgary's open space with leading-edge business approaches to development and maintenance.
- Positioning parks and urban forest as a key component of the environmental health, economic development and tourism industry in The City of Calgary.
- Providing representation on a variety of boards and committees including the Calgary Planning Commission, Convention Centre and Parks Foundation.
- Being an environmental champion in protecting and preserving open space and natural areas, leading conservation measures, considering alternatives to pesticides, and maintaining ISO 14001 Certification.
- Act for or represent the General Manager, CS/PS in their absence as assigned.

The Director, Parks will be adept at managing conflicting stakeholder issues that at times will be emotionally and politically charged. Additionally, the Director will have a strong fiscal sense that will take future long-term implications into consideration when arriving at decisions affecting various stakeholders.

Core Competencies and Attributes

Communication Skills – Excellent communication and negotiation skills, both written and verbal. Articulate and well-developed presentation skills. Will possess strong listening skills. Has a clear and precise communication style and utmost respect for confidentiality. Ability to create and sustain shared commitment to key issues pertinent to the Parks Business Unit.

Strategic Leadership Approach – The incumbent will demonstrate the ability to coach/mentor staff and business leaders to understand the bigger picture and work collegially to define and deliver key business solutions/results. Has the ability to think strategically and translate vision into action. Is creative and innovative in seeking new revenue sources, partnerships and new ways of delivering sustainable services.

Change Management – Ability to support, embrace and champion initiatives mandated within the organization. Help others within the organization understand what the initiative means to them and to gain buy-in from those resisting change. Maintain enthusiasm, vision and commitment throughout the change process.

Credible – Is able to build rapport with various stakeholders to coordinate activities. Will be cognizant of the development of staff and will utilize a collaborative approach to getting the work done. Will be politically astute yet not political – will be able to gain the trust of fellow City of Calgary employees and the Public. Must be able to counsel, motivate and provide leadership to department personnel and promote and maintain a positive workplace.

Self Initiative / Proactive – Demonstrates a proactive approach to resolve issues prior to conflicts arising. Establish relationships and work cooperatively with City Council, CS & PS Division, employees, and the public. Will have highly organized and proficient problem-solving skills.

Professional / Ethical Standards – Demonstrated track record of maintaining the highest level of integrity by adherence to ethical and professional standards.

Create a Shared Vision – Will work towards translating the corporate vision into operational strategies. Will foster the creation of an environment that nurtures the principles and values of the City of Calgary and the CS/PS. Will have comprehensive knowledge and experience in labour relations which can be utilized to foster a collective rather than a divisive effort of working towards the Park's mandate.

Organization Savvy – Has a strong understanding of the workings of municipal government, structure and culture in order to deliver performance and customer value. Strategically and systematically evaluates the impacts of decisions on projected needs and prospective services not just in the Parks Business Unit, but as a critical member of the Community Services and Protective Services Department leadership team. Will be able to demonstrate judgement from a broad perspective – will have a keen understanding of a municipal environment.

Multi-task Oriented – Ability to change gears quickly, manage heavy workloads and tight deadlines, analyze and assess and make appropriate recommendations both internally and externally. Prioritize tasks accordingly with ability to see the big picture and deliver results.

Committed to Personal Excellence – Continuously seeks to stay current and be at the leading edge in their field. Understands organizational challenges and is a "progressive idea person" committed to excellence and innovation in the workplace. Self-motivated and encourages others to achieve personal excellence.

Qualifications

The ideal candidate will have a University Degree in management, public administration, business administration or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted. The Candidate will have a minimum of 10 years experience in a municipal setting, preferably at a senior level of administration. Consideration will be given to those who possess extensive experience, have supplemented their professional development with additional courses / curriculum, and have demonstrated leadership experience.

Compensation

A competitive salary and comprehensive benefits package will be offered. All aspects of compensation will be reviewed in a personal interview.

FOR FURTHER INFORMATION CONTACT:

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