The City of Kawartha Lakes invites applications to join our team as a Manager, Parks and Recreation.

When you come to work for the City of Kawartha Lakes, you are joining a community of municipal workers who take pride in knowing that every day you are having a positive impact in the community. Our mission is to deliver the highest standards of municipal services while creating a healthy and sustainable future for all Kawartha Lakes’ residents and businesses. We work to our values of Accountability, Respect and Teamwork and we want you to Jump In with us!!

We are an equal opportunity employer which values equity, diversity, and inclusion in the workplace. We foster a safe and creative work environment, where training and skill development are prioritized, with opportunities and support for career advancement. As a team member at the City of Kawartha Lakes, you may be entitled to the following: flexible work hours, OMERS pension (defined benefit), employer paid benefits package including short and long term disability income replacement, education reimbursement and other programs that foster innovation, leadership, and career advancement.

Essential Duties
Specific to this role:
- Oversee all aspects of parks, recreation facilities and cemetery maintenance services
• Develop, maintain and enhance the parks and recreation service delivery system throughout the City
• Initiate and oversee the implementation of new projects and policies relating to parks and recreation
• Prepare the capital and operating budgets; once approved, implement and monitor on a regular basis
• Correspond and negotiate with various community organizations/agencies and Council
• Manage and maintain positive relationships with external community partners, contractors, user groups, patrons, lessees, members and supplies
• Negotiate lease agreements with various users and terms of reference for volunteer boards

As a member of the leadership team:
• Develop directives, standards, work plans for self and team members and measurements and procedures in area of responsibility, in order to deliver the defined goals and priorities
• Develop and administer methodologies and procedures and allocate resources to achieve strategic objectives, provide oversight of the delivery of organizational business processes and internal audits as well as internal communications
• Complete continuous research and analysis of industry trends in order to recommend programs to Director, Chief Administrative Officer (CAO) and/or Council
• Demonstrate leadership in supporting team members, providing feedback and/or corrective action as needed
• Estimate budget requirements, making recommendations to inform current and future expenditures
• Procure services and goods related to areas of responsibility, including the authorization of time off requests, time worked and overtime costs
• Manage stakeholder interactions in the supply and receipt information, and analysis and resolution of issues
• Manage customer service concerns, investigating, problem solving and responding as appropriate
• Administer public relations activities on behalf of the department, identifying and communicating with all necessary audiences
• Prepare comprehensive statistical reports to support department reporting requirements and decision making
• Ensure collaborative partnerships are formed and maintained inside of the organization
• Create and maintain a cohesive team environment to support staff to achieve objectives
• Responsible for the hiring, onboarding, performance management and supervision of staff in a unionized environment, in consultation with People Services
• Administer the terms of the applicable Collective Agreements, in collaboration with People Services; act as a supervisor under the *Occupational Health and Safety Act (OHSA)*
• Perform other related duties as assigned

**Qualifications**

• Post-secondary degree in Parks, Recreation, Physical Education or a related field
• Minimum seven (7) years of related progressive experience, preferably in a municipal environment
• Demonstrated experience in a parks and recreation setting with a strong background in project management, community relations, staff/volunteer supervision along with supervisory experience in a unionized environment
• Demonstrated leadership and management skills at a level to ensure successful program and employee performance outcomes and management
• Demonstrated knowledge and application of financial budget and business planning processes
• Possess and demonstrate the knowledge, skills and personal attributes as described in the key performance competencies outlined below
• Proficient in Microsoft Office suite of applications, audio/video conferencing, the internet and any other related software
• Possess and maintain a valid Ontario Class “G” Driver’s Licence or the ability to frequently attend work related activities at various sites within the municipality or at other sites within Ontario
• Upon a conditional offer of employment, a Criminal Record Check will be required

Interested applicants are encouraged review the full job postings on our website and to apply on or before **June 28, 2024** through the Careers page on the City of Kawartha Lakes website: [https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CITYOFKA&cws=37&rid=2298](https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=CITYOFKA&cws=37&rid=2298)