



THE CORPORATION OF THE TOWNSHIP OF ESSA

MANAGER OF PARKS & RECREATION

The Township of Essa is located in the County of Simcoe, offers an excellent quality of lifestyle, with a mix of rural and urban amenities and a population of 21,000, and is seeking a dynamic, dedicated, results oriented self-starter to fill the full-time position of Manager of Parks & Recreation.

Reporting to the Chief Administrative Officer (CAO), and as a member of the Senior Management Team, the Manager of Parks & Recreation will be responsible for the overall management and strategic planning for the Parks and Recreation Department including but not limited to, guiding and directing the planning, administration, implementation and evaluation of all municipal parks, recreation and leisure services to meet the needs and the interests of all residents of the Township of Essa. The Manager will ensure that the administration, operation and maintenance of all programs, facilities and parklands are performed in accordance with Council's goals, objectives, policies, by-laws and procedures and be an active participant of the Senior Management Team reporting to the CAO.

The ideal candidate will have the following minimum qualifications:

- Experience as a Municipal Manager for a minimum of 7 years
- Good knowledge of the Occupational Health and Safety Act principles and practices and excellent supervisory skills
- Post-Secondary Degree in either Recreation and Leisure Services, Facility Management or a related discipline
- General knowledge of municipal operations and organizational structure
- Working knowledge of arena management, facilities management, property management and recreation programming
- Excellent communication, organization, problem solving, leadership, time management, financial management, strategic planning and supervisory/management skills
- Strong interpersonal and relationship-building skills
- Professional integrity, confidence, credibility and trustworthiness
- The ability to work flexible hours which shall include some nights and weekends
- Clean driving record, criminal record check and vulnerable screening certificates to be provided on hire

The Township of Essa offers excellent benefits and a competitive compensation package with a salary range of approximately \$74,000 - \$88,000. A full job description can be found on our website: www.essatownship.on.ca.

Qualified candidates are invited to submit a covering letter and resume by **4:00 p.m. on May 29, 2019** to:

Athena Piskopos, Executive Assistant to the CAO
Township of Essa
5786 County Road #21, Utopia, Ontario L0M 1T0
apiskopos@essatownship.on.ca

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

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In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 705-424-9770. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of Essa, we will endeavor to make such accommodations.