

EXTERNAL POSTING: MANAGER OF PARKS

COMOX VALLEY REGIONAL DISTRICT
600 Comox Road, Courtenay, BC

To fill a pending vacancy due to retirement the Comox Valley Regional District is seeking a manager of parks to join our community service branch on a full time permanent basis.

The manager of parks is responsible for developing long range park and greenway strategies, developing and implementing a planned approach to parkland and green space acquisition, leading the preparation of master designs for the regional district's park and green spaces, and managing the capital development, upgrade and repair of parks and related facilities. The position directs comprehensive parks planning and policy reviews and the preparation of reports for consideration and approval by the general manager, chief administrative officer (CAO), committees of the board and the board. The position represents the regional district in discussions and meetings with stakeholders to assess community requirements, address complex and precedent setting issues, and provide information and education regarding the use of park and green space. The manager recommends parks policies, bylaws and regulations, and acts as the expert professional resource on parks planning, operational and land use matters. The position is responsible and accountable for the day to day management of park operations.

A copy of the job description with required qualifications and abilities is attached.

Those wishing to apply should submit a cover letter, resume, and copies of the certificates and/or diplomas required for the position, via email only, to:

Human Resources
Comox Valley Regional District
Email: hr@comoxvalleyrd.ca

Applications will be accepted until 3:00 p.m., December 13, 2013.



Position title: MANAGER OF PARKS	Updated as of: NOVEMBER 2013
Reports to: GENERAL MANAGER OF COMMUNITY SERVICES BRANCH	Director reports: PARKS PLANNER PARKS TECHNICIAN(S)

BRANCH SCOPE

The community services branch is responsible for all matters relating to key interests of the community including parks, recreation, fire protection, emergency services and regional solid waste. The intent is to manage all the services we provide for community benefit in as integrated an approach and in the most efficient and effective manner possible.

POSITION SCOPE

The manager of parks is responsible for developing long range park and greenway strategies, developing and implementing a planned approach to parkland and green space acquisition, leading the preparation of master designs for the regional district's park and green spaces, and managing the capital development, upgrade and repair of parks and related facilities. The position directs comprehensive parks planning and policy reviews and the preparation of reports for consideration and approval by the general manager, chief administrative officer (CAO), committees of the board and the board. The position represents the regional district in discussions and meetings with stakeholders to assess community requirements, address complex and precedent setting issues, and provide information and education regarding the use of park and green space. The manager recommends parks policies, bylaws and regulations, and acts as the expert professional resource on parks planning, operational and land use matters. The position is responsible and accountable for the day to day management of park operations.

KEY ACCOUNTABILITIES

1. Directs formulation of long range strategic plans that defines the vision for meeting park and greenway needs within the regional district, in accordance with priorities established by the board and the corporate strategic plan.
2. Leads information gathering and needs assessment processes, including the facilitation of public consultation sessions, and directs the development of master plans, designs and strategies for the regional district's park and green spaces
3. Develops and manages the implementation of policies, procedures and standards to ensure safe, efficient and effective operation of parks services, and ensures compliance with applicable bylaws and regulations and other enactments respecting public, volunteer and employee safety and the environment.
4. Directs development of the strategic land acquisition policy for parkland and green space; represents the regional district in complex negotiations with stakeholders to acquire land and accepts donations of land in keeping with the strategic vision for the regional district.

5. Directs development and the implementation of the parks facility asset management policy to ensure regular review and assessment of parks and related facilities for capital development, upgrading, and repair. Leads the development of project plans and business cases to justify project expenditures. Manages the tendering process and negotiates and awards contracts to consultants, contractors and others for planning, design, construction and maintenance services. Ensures all projects are executed in accordance with project management, quality assurance, risk management, environmental and safety principles and practices, and manages the dispute resolution process with service providers as required to ensure successful project completion
6. Directs comprehensive technical studies and the preparation of reports regarding a variety of complex and emerging parks planning and policy matters and presents reports for review and consideration by the general manager, CAO, committees of the board and the board.
7. Acts as the expert professional resource regarding parks planning/land use for the regional district; attends board and committee meetings as required to provide information, consultation and professional parks planning and operations advice; reviews and advises on parkland and related amenities for land use planning processes and development applications.
8. In conjunction with regional district public affairs and communication staff, develops a communications strategy to ensure public awareness of the regional district's parks and green spaces
9. Represents the regional district in meetings with stakeholders, including outside agencies, interest groups, and members of the public, regarding a variety of parks related matters. Addresses critical and complex issues and complaints that could have community-wide impact or set major precedent for the regional district. Represents the regional district in legal actions and hearings by presenting information and expert witness testimony.
10. Builds and manages effective ongoing relationships with regional district staff and stakeholders including consultants, contractors, community groups, school districts, and officials of other levels of government in order to accomplish objectives, resolve critical issues, provide advice, and remain in the forefront of trends and developments that could potentially impact the regional district.
11. Develops and implements systems, processes and procedures to ensure efficient and effective service delivery in meeting regional district and stakeholder requirements. Sets quality standards for work and ensures compliance with standards. Recommends applicable policies and bylaws for review and acceptance by the board, and prepares updated interpretations of policies and regulations for regional district staff.
12. Maintains up-to-date knowledge of new techniques, practices and regulations pertaining to parks planning and operational matters.
13. Supervises the work of section staff. Provides training and guidance in performance of duties, conducts performance evaluations, promotes improved performance through counselling, coaching and career development, handles grievances and resolves staff issues. Participates in hiring, promotion, disciplinary, demotion and termination decisions. Manages the selection, training, coaching and mentoring of volunteers and summer students.

14. Prepares the preliminary budget for community parks services and provides input for the annual business plan; controls spending within the approved budget and reports to the GM regarding any anticipated variances. Identifies resource requirements in order to undertake work plans and recommends appropriate actions, including the hiring of temporary staff, contractors and consultants.
15. Prepares the preliminary budget for the weed control service; controls spending within the approved budget, manages the procurement and quality assurance of weed control contractors/service providers; and provides technical advice to other regional district staff regarding invasive weed species.
16. Undertakes other assigned duties as required.

QUALIFICATIONS

Education, Experience and Certification (or equivalent combination where acceptable):

- Masters degree in land use and parks planning or other relevant discipline, supplemented by university courses in local government, law, public policy and administration
- Minimum ten years' experience in a senior supervisory capacity in parks planning, acquisition, and operations and parks management
- Eligibility for membership in one of the following: Planning Institute of BC, Canadian Institute of Planners, BC Society of Landscape Architects or the Association of BC Forest Professionals
- Certificate in local government administration preferred
- Emergency management training preferred
- Valid BC driver's license

Knowledge, Abilities and Skills

- Thorough knowledge of federal and provincial legislation relating to the work, including the Local Government Act, Land Title Act, Agricultural Land Commission Act, strata property act, occupiers liability act, workers compensation act, contract and municipal law, regional district legislation and other related statutes, laws, regulations and precedents relating to the work
- Thorough knowledge and understanding of the philosophies, principles, processes and practices pertaining to parks planning, land acquisition, development and maintenance
- Knowledge of risk management and wildlife management issues associated with parks and greenways
- Thorough knowledge and understanding of the mandate, operating environment, business objectives, structure and operations of the regional district
- Ability to plan, implement and effectively manage the regional district's parks planning, land acquisition, development and maintenance function, ensuring compliance with applicable bylaws, the corporate strategic plan and the priorities of the board
- Ability to conduct comprehensive research and technical studies and prepare reports concerning complex parks planning and policy matters
- Ability to explain parks planning principles and processes, policies and bylaws to various stakeholders in a respectful manner, make considered and consistent decisions regarding the application and interpretation of regulations and policies; and deal with complaints and resolve conflicts using tact, courtesy and patience
- Ability to understand political issues and exercise sound judgment in dealing with ramifications of decisions

- Ability to develop and maintain effective and productive relationships with regional district staff, consultants, contractors, community groups, school districts, elected and government officials, the general public and other affected stakeholders
- Strong organizational, analytical, problem solving and decision making skills
- Strong leadership, consultative, facilitation, consensus building, conflict resolution, negotiation, mediation and interpersonal skills, and strong customer service orientation
- Strong research, writing, communication and presentation skills
- Strong computer skills and good knowledge of applicable software
- Ability to lead, supervise, coach and motivate staff in a team environment.

Competencies:

- Service orientation
- Leadership
- Personal Effectiveness
- Communication

SIGNATURE

This is to certify that I have read this job description:

Employee:

Name (printed)

Signature

*Date***Executive Manager of Human Resources:**

Name (printed)

Signature

Date