

# ***SUSSEX, N.B.***

## ***Job Description***

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### **DIRECTOR OF LEISURE SERVICES**

#### **Position Summary:**

The Director of Leisure Services is responsible, through the Chief Administrative Officer to the Community Services Committee of the Sussex Town Council, for the administration of all personnel, facilities, programs and budget of the Community Services Department.

The Director must possess effective leadership skills, with a strong focus on mentoring and motivation of employees.

#### **Major Duties and Responsibilities:**

- Directs operation of all departmental functions, including, but not limited administration, facilities operation & maintenance, special events, recreation programs, visitor services, and landscape & beautification.
- Directs personnel issues, performance evaluations, etc.
- Plans for future service improvements
- Develops and sustains partnerships to ensure efficient delivery of services
- Actively engages community stakeholders to evaluate current and future needs.
- Attends and conducts meetings, gives oral presentations. Prepares reports. Maintains records.
- Coordinates and implements capital improvement projects with other members of the senior leadership team.
- Administer the Department budget and authorize expenditures up to the values specified in the town Purchase Order Procedure and Spending Limits Policy.
- Meets with citizens and answers and investigates complaints.
- Serves as Town representative on various Boards and committees
- Sets and directs departmental procedures for effective, safe and efficient service delivery.
- Seeks alternative funding through grants and partnerships that benefit the community.
- Draft and prepare correspondence, recommendations, memorandums, and reports on administrative issues and topics as directed by Council and/or CAO

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- Participates in the development of policies and programs as directed by Council and/or CAO
- Assists the CAO and other department heads in planning, organizing, coordinating, and implementing various operational and administrative programs
- Provide a written monthly report of current and projected activities and present it to the Community Services Committee of Sussex Council.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.) Coordinate activities by scheduling work assignments, setting priorities, and delegating work accordingly

### **Qualifications:**

The ideal candidate shall possess the following:

### **Knowledge, Skills and Abilities:**

- Knowledge of recreation programming, principles and procedures
- Knowledge of modern personnel management and leadership practices
- Knowledge of park maintenance equipment, recreation equipment, and building equipment
- Ability to develop, motivate and lead subordinate staff
- Ability to plan the most cost-effective use of staff and equipment while ensuring successful completion of work.
- Ability to develop innovative ways of generating revenues for parks and recreation activities.
- Knowledge of grant preparation and monitoring
- Skill in use of a computer in a network environment for analysis and report development.

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### **Education and Experience:**

- ◆ Graduation from an accredited college or university with an Undergraduate Degree in Recreation or related field
- ◆ Five (5) years progressively responsible experience in public administration with three (3) years in a supervisory role.

(A comparable amount of training education or experience can be substituted for the minimum qualifications).

### **Normal Hours of Work:**

The Director shall be expected to work a minimum of 37.5 hours weekly; and be required to work in excess of this amount from time to time.

### **Environmental Conditions:**

Works inside in an office environment and outside reviewing and supervising work.

***The above Job Description reflects the general details considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the requirements that may be inherent in such classification.***

**APPROVED BY COUNCIL FEBRUARY 18, 2025**