



## Position Description

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<b>POSITION TITLE:</b>	<b>Community Services Director</b>
<b>DEPARTMENT:</b>	<b>Community Services</b>
<b>REPORTS TO:</b>	<b>Chief Administrative Officer</b>

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### **SUMMARY OF POSITION:**

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Community Services department including citizen, compliance, recreation, waste management, and cemeteries; coordinates assigned activities with other departments and outside agencies (FCSS); and provides highly responsible and complex administrative support to the County CAO.

### **RECOMMENDED TRAINING & QUALIFICATIONS:**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field.
- Six years of increasingly responsible community services experience including three years of management and administrative responsibility
- Stress Management, Time Management
- Safety Training: including Safety Orientation, First Aid, WHMIS 2015, others as applicable

### **KEY DUTIES AND RESPONSIBILITIES:**

#### **1. Financial Function**

- a) Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- b) Monitor various service contracts for compliance with established performance levels; follow-up and insure corrective action is taken as necessary.
- c) Will ensure that departmental requisitions and/or account approvals are submitted in an accurate and timely manner and within County guidelines.
- d) Will prepare and submit grant requests within County financial guidelines.

#### **2. Personnel Function**

- a) Will recruit and select appropriate staff as required within County guidelines.
- b) Will annually provide a written evaluation for all community services staff.

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- c) Will schedule and coordinate staff meetings as required.
- d) Plan, direct and coordinate, through subordinate level staff, the Community Services department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

### **3. Reporting Function**

- a) Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- b) Respond to and resolve complex citizen inquiries and complaints regarding staff, County policy and neighbours; respond to County Council inquiries and take appropriate course of action.
- c) Manage and direct the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- d) Provide monthly written reports to Council outlining the activities of the department.
- e) Address requests from the Chief Administrative Officer and/or Council in a timely manner.
- f) Will recommend appropriate policies and programs for Council consideration.

### **4. Personal Development**

- a) Attend training programs and/or seminars as approved by Council or the Chief Administrative Officer
- b) Annually prepare a summary of training programs and/or seminars that would supplement the duties as outlined.
- c) Provide staff assistance to the CAO, participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- d) Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community services.

### **5. Cemetery & Recreation Management**

- a) Supervise all operations of the County's cemeteries, including regular maintenance and upkeep, marking and digging graves, vegetation management and levelling and landscaping plots.
- b) Will ensure that the recreation facilities are properly maintained, including preparation of an annual audit of equipment and facilities and submission of a report to Council on any deficiencies identified.

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### **6. Solid Waste Management**

- a) Supervise the operations of the municipalities solid waste transfer stations, including supervision of the facility operators and site management issues.
- b) Liaise with the Drumheller and District Solid Waste Management Association to ensure that the site operations comply with the Association's guidelines.
- c) Provide capital and / or operational budget estimates for the proper operation of the Transfer Station Sites, including coordination of recycling programs as may be feasible.

### **7. Other Duties**

- a) Complete grant applications and grant writing as assigned.
- b) Liaise with FCSS for surrounding areas to ensure we are providing the proper resources and information to our residents.
- c) Responsible for managing the year end reporting for FCSS and the relationship with the schools.
- d) Any other duties for the FCSS function for Starland County as required
- e) Supervise the Health and Safety Officer
- f) Perform all other duties as may be required by Council or the Chief Administrative Officer

### **SAFETY COMMITMENT:**

Employee is responsible for full cooperation with all aspects of the health and safety program, including compliance with all rules and regulations, and for continually practicing safety while performing their duties. This position is not a safety sensitive position, so drug and alcohol testing is not required on hiring.

\*Revised as of January 2023