

	Job Description District of Oak Bay Director of Parks, Recreation and Culture
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Position Title:	Director of Parks, Recreation and Culture
Reports To:	Chief Administrative Officer
Position Description Date:	January 2025

Nature and Scope of Work:

Reporting to the Chief Administrative Officer, the Director of Parks, Recreation and Culture is a member of the District’s senior leadership team and is responsible for the management of the District’s parks, recreation and cultural services. This role operates with a high degree of independent action, judgement and initiative.

The Director develops, implements, and evaluates strategic plans, goals and objectives for the department consistent with the strategic priorities of the District. The Director leads the analysis of the current situation and future requirements of the department, initiating the development of specific goals and objectives and setting priorities for planning and implementing strategies.

The Director motivates and leads a team of dedicated individuals to deliver a high level of service through the application of a considered and logical approach. Teamwork, both within the department and across the organization, is essential as the Director leads by example, providing support and direction on any manner of complex issues.

Key Accountabilities:

- Provides innovative leadership and coordination in the planning and operation of the Parks, Recreation and Culture Department.
- Directs, plans and organizes the development and maintenance of facilities and the delivery of a wide variety of parks, recreation and culture services based on the assessed needs of the community.
- Develops, implements and evaluates strategic priorities, policies, goals and objectives for the Parks, Recreation and Culture Department consistent with the District’s mission and strategic plan.
- Plans and oversees parks and facilities activities related to acquisition, design, construction and maintenance.
- Provides overall leadership and direction to Parks, Recreation and Culture staff.
- Manages staff through effective recruitment and selection and performance management to maintain a high level of staff performance and teamwork.
- Prepares and presents capital and operating budgets, exercises control over expenditures, develops and implements new and/or improved work methods and procedures and reviews and evaluates all facilities, operations, services and programs for efficiency and effectiveness.
- Provides professional expertise, advice and information to the Chief Administrative Officer, Municipal Council, staff, outside agencies and the public on all matters pertaining to Parks, Recreation and Culture.

- Maintains effective communication with Council, leadership, staff, community agencies and the general public regarding departmental activities and encourages maximum community participation in departmental activities.
- Acts as a liaison to and prepares for and attends Advisory Committee meetings in an administrative and advisory capacity and ensures the delivery of recommendations from this body to Council.
- Attends staff, public and other meetings as required, meets and collaborates with consultants, business, government and union officials and representatives on matters related to the work.
- Attends regular and in-camera Council and Committees of Council meetings, when required.
- Performs additional related work as required.

Required Knowledge, Skills and Abilities:

- Demonstrated leadership and relationship building skills with the ability to lead and empower a team in a unionized environment.
- An effective leader of people who provides forward-thinking leadership and vision. Clearly articulates and models expectations, makes others feel respected and heard, is accountable and instills a service excellence mindset.
- A strategic thinker and planner who is adept at implementing meaningful change.
- Proven ability to work with Council, the public and community organizations and balance their needs with operational requirements.
- Cultivates a positive workplace culture, balancing professionalism with approachability. Motivates others by fostering an environment of fairness and engagement.
- Excels in clear and transparent communication, fostering collaboration across all levels.
- Thinks analytically and conceptually; questions and challenges the status quo to identify issues, solves problems and designs and implements effective processes across systems and stakeholders.
- Ability to plan, administer and direct the preparation of capital and operating budgets, correspondence and administrative reports covering operations, programs and services.
- Ability to plan, coordinate and supervise directly and through delegation, the work of staff engaged in parks, recreation and culture duties.
- Ability to promote interest in parks and recreation and culture services and speak effectively in public on matters related to parks and recreation and culture.
- Demonstrated ability to effectively navigate the political environment and establish and maintain positive relationships with stakeholders, councils, Unions and community members.
- Ability to use independent judgement and initiative

Qualifications and Experience:

- A degree in Recreation, Sports Management, or Public Administration or a related discipline.
- A minimum of six years of progressive, senior level related experience leading, managing, and operating medium to large-scale recreational multi-use and outdoor facilities, preferably in a unionized municipal setting.