



**DIRECTOR OF RECREATION AND CULTURE  
PERMANENT FULL TIME**

The Corporation of the City of Elliot Lake is seeking applications for the position of Director of Recreation and Culture at City Hall. Reporting to the Chief Administrative Officer (CAO), the Director of Recreation & Culture is responsible for providing vision and leadership for the development and management of high quality community services (Arts, Culture and Recreation) in alignment with the City of Elliot Lake's Strategic Plan. Core functions include: developing and monitoring Recreation & Culture's plans, strategies and processes to ensure high quality service delivery; preparation and administration of budget and expenditure control; and providing direction to a highly involved team of staff doing community outreach to support local organizations and volunteer groups.

The preferred applicant will have:

- Post-Secondary degree in Recreation/Leisure Services, Administration, Public Administration or related field.
- Significant and demonstrated experience in a municipal or similar recreational environment.
- Minimum seven (7) years of senior management experience including working knowledge of recreational facility operations and staff supervision.
- Thorough working knowledge of the appropriate legislation governing recreation and programming including the Occupational Health and Safety Act and regulations.
- Excellent interpersonal, organizational and communication skills. A wide range of communication skills is required (e.g., coaching, negotiations, presentations) to address varied situations and influence senior decision-makers.
- The incumbent is the lead liaison for the organization in dealing with external agencies and organizations and is to be called upon to give formal presentations to Council.
- Thorough working knowledge of Microsoft Office Suite applications. Working knowledge of Great Plains financial software is an asset.
- As a member of the City's Senior Management Team, the position requires a superior level of knowledge in the field of municipal administration and management.
- Working in a politically sensitive environment, the position requires excellent communication and negotiation skills in dealing with a variety of groups and representatives in the resolution of diverse and often controversial local issues and conflicts.

- Leads by example, demonstrating support of the principles of Accountability, Continuous Improvement and Teamwork, in an enthusiastic manner to achieve results, both individually and through team participation.
- The position requires a thorough knowledge and understanding of the issues and implications associated with managing a workforce in both a union and non-union environment.
- The position requires knowledge of and the application of the health and safety legislation and best practices.
- Superior proficiency with computer software programs and applications and their effective use and management

Please visit our website at [www.cityofelliottlake.on.ca](http://www.cityofelliottlake.on.ca) for more information on the City of Elliot Lake.

Salary: \$100,000 – \$119,000 per year

To submit your application please visit the Indeed website at <http://www.indeed.com> and search City of Elliot Lake.

You can also paste the URL below into your browser to go directly to the posting:

<https://ca.indeed.com/jobs?q=director&l=Elliot%20Lake%2C%20ON&vjk=5318ad7a8da3c887>

**DEADLINE FOR SUBMISSIONS IS FRIDAY OCTOBER 31ST, 2021**

All applicants are thanked, but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of candidate selection. Accommodations are available upon request for candidates taking part in all aspects of the selection process.