



The Corporation of the Municipality of West Nipissing

JOB DESCRIPTION

DATE March 6, 2024

POSITION	Manager of Community and Social Development
REPORTING TO	Director of Community Services and Economic Development
HOURS OF WORK	35 hours per week, as assigned
SALARY	\$79,400 to \$87,500

Reporting to the Director of Community Services and Economic Development, the Manager of Community and Social Development is responsible for the management, operation and administration of programs, events and special projects within the Department of Community Services. This individual prepares critical paths plans, reports, and policies for review by senior staff. As the primary liaison for community and social development projects, the Manager maintains a strong relationship with key stakeholders and community partners to ensure smooth service delivery of approved strategies, goals and objectives.

The Manager of Community and Social Development represents the Municipality with professionalism, tact, diplomacy, and passion. Key responsibilities include participating in the community needs assessment and master plan studies; assisting with stakeholder consultations; managing and coordinating the development and delivery of events, programming, and special projects.

ROLE AND RESPONSIBILITIES

- Provide supervision and leadership to the Community Services staff including coordinators, full-time employees, and part-time employees.
- Ensure the successful delivery of programming for residents across all communities in the Municipality.
- Assist with departmental administration in a cost efficient and effective manner.
- Make recommendations and assist with developing policies, procedures, and service agreements.
- Research sector trends and challenges; identify and apply best practices; support continuous improvement of services and programs.
- Assist with the development of the department’s annual budget; follow budgetary policies and procedures; and act in compliance with municipal purchasing policies.
- Conduct research, prepare staff reports, and provide related information as required.
- Lead presentations for community groups, public meetings, and other public forums.
- Assist with the recruitment and management of volunteers.
- Explore and secure funding through sponsorship and/or partnerships, government agencies and departments; write grant and funding applications.
- Work with the advisory committees of Council, community recreation groups, special interest groups, other government agencies, social agencies, neighbourhood associations, and other stakeholders to deliver programs and events.
- Perform other tasks as directed.

QUALIFICATIONS

- University degree or college diploma in a related discipline (i.e. Recreation and Leisure, Business or Public Administration, Social Services or suitable equivalent).
- 3 or more years of experience performing similar duties.
- Leadership and supervisory experience.
- Proficient in both official languages, written and spoken.

SKILLS AND REQUIREMENTS

- Proven experience planning and delivering programs with or for diversified audience groups and individuals.
- Demonstrated ability to maintain a high standard of public relations; to deal with difficult customers; to diffuse emotionally charged situations; and to resolve customer issues in a diplomatic and professional manner.
- Ability to exercise discretion and judgment when handling confidential, sensitive, and controversial information.
- Ability to analyze issues and problems, evaluate alternative solutions; develop sound conclusions, recommendations, and courses of action.
- Technical writing – clear and concise professional writing abilities; communicating complex processes and procedures in writing.
- Project management – overseeing employees throughout multiple stages of one or more projects; ability to coordinate activities and monitor progress toward specific goals; understand the basic processes and resources required to plan and execute a long-term project.
- Proficiency using business productivity applications including the Microsoft 365 suite (Outlook, Word, Excel, PowerPoint, Teams, and SharePoint), social media, Active Net, etc.
- Ability to work outside normal business hours; evenings/weekend work may be required; respond to “after hours” emergencies as required.
- Class G driver’s license with good standing. Must be physically capable of operating a vehicle safely, have an acceptable driving record, and personal insurance coverage.
- Access to a reliable vehicle to use on corporate business as required (mileage is compensated).

Applications for this position will be accepted, in confidence, until **April 4, 2024 at 4 p.m.**

Applications should be addressed to: Sonal Brahmhatt CHRP, HR/Payroll Coordinator
225 Holditch Street, Suite 101, Sturgeon Falls, ON P2B 1T1
E-mail: hr@westnipissing.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The Municipality of West Nipissing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.