

## Director of Community Services

Rimbey is the centre of a thriving mixed farming and oil and gas region, and is the gateway to some excellent recreational facilities. Rimbey is centrally located amongst many lakes and rivers, and close to the foothills. Rimbey is the ideal area for fishing, hunting, snowmobiling, hiking, boating with close proximity to Sylvan Lake, Gull Lake and Pigeon Lake. An abundant array of wildlife offers endless hours of enjoyment for photographers and nature-lovers.

Rimbey offers a lifestyle that is the envy of many communities. The town has a very sound economy and is blessed with having most services within the community. As you walk the streets of Rimbey, you will always be greeted by a hello and a smile from those you pass by.

The Town of Rimbey is seeking a dynamic individual to assume the responsibilities of the position of Director of Community Services. This is a permanent full time position.

The Director of Community Services reports to the Chief Administrative Officer. He/She will manage all recreation facilities including an outdoor aquatic centre. The Director of Community Services will ensure recreation and community facilities are properly maintained in order to provide a safe, clean and appropriate environment for recreation and community activities.

The successful candidate will demonstrate:

- The ability to work with staff, senior administration, contractors, consultants, elected officials, user groups and local volunteers
- The ability to develop and implement various policies and procedures
- The ability to develop and implement regular maintenance schedules
- The skill to recruit, train, manage and motivate employees and volunteers to achieve optimum productivity
- The ability to plan, schedule and review the work and performance of others in a manner conducive to outstanding performance and high morale
- Knowledge of the fundamentals of finance, management, employee appraisals and evaluations, marketing and legal processes
- Knowledge of applicable regulations, equipment and software
- The ability to set realistic goals and develop plans to achieve them in a team environment
- The ability to take initiative and apply considerable ingenuity and practical knowledge to interpret and resolve new, unusual, or particularly troublesome situations

The successful candidate will have experience in a municipal setting or a Degree/Diploma or equivalency in Recreation or related field, plus experience in managing and supervising staff. The successful candidate will have knowledge of facility scheduling and maintenance, and knowledge of user group expectations.

A competitive salary of \$65,000 – \$80,000, is available depending on qualifications and experience. The Town of Rimbey provides a comprehensive compensation package to successful candidates.

Qualified candidates should submit a cover letter and resume to Town of Rimbey, Box 350, Rimbey, AB T0C 2J0, Attention: Melissa Beebe or via email to [generalinfo@rimbey.com](mailto:generalinfo@rimbey.com).

The Town of Rimbey thanks all applicants; however only those selected for interviews will be contacted.

Closing Date: May 23, 2014