

Recreation Officer III

DEFINITION

This is professional community leisure development services work. Work involves the application of professional content knowledge and skills in providing in-depth research and analytical work and consultation in spec content areas within the department.

Employees in this classification provide services in the content areas of art and sport, organization development, community facility development and project management; marketing of and allocation of facilities; negotiation and administration of agreements and contracts entered into by the department; and interpretation and evaluation of Municipal, Provincial and Federal Grant programs. The identification and prioritization of issues in each content area and subsequent planning activities are major components of this class.

The work of this classification is distinguished from that of the Recreation Officer II in that: independent judgement is exercised in identifying corporate and municipal issues in the specific content area; research of policy in the content area is international, national and provincial in scope; has primary responsibility for the training and support on an ongoing basis for department staff. Additionally, this class provides branch, department and corporate support and direction in the content area. This class represents the branch, department and corporation, and will interact with other agencies, departments and governments in policy development and liaison responsibilities relative to their areas of expertise. Employees of this class are expected to exercise extensive initiative in providing assistance to field staff, managers, the corporation, elected municipal officials and volunteer board members.

The work of this class is directed by the needs of the branch, department and corporation.

Supervision is provided by a professional supervisor.

TYPICAL DUTIES *

Manages all aspects of the city-wide facility booking processes and booking systems.

Negotiates and administers agreements ensuring that agreements entered into by the department are executed in a timely manner and protect the rights and interests of both parties.

Interpretation, evaluation and administration of municipal, provincial and federal grant programs administered or accessible to the municipality.

Acts as a consultant and project manager for all community capital development projects located in an assigned geographic area that require department services.

Collaborates with Community Leisure Consultants (CLCs) in the development of policy, information co-ordination, assessment of program needs and development of long-range plans for program development in the specific content specialty area.

Researches, develops and tests group needs assessment tools, provides training to staff in the use of those tools and assists staff in the application of those as required.

Researches, develops and tests problem solving process tools and provides training to staff in the use and application of those tools as required.

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Researches, interprets and explains department, corporate, provincial and federal policies to staff, department and corporate executives.

Researches, develops and tests leisure assessment tools and provides the subsequent training required for staff.

Researches, analyzes and interprets leisure needs and demands on a municipal, provincial, national and international level and predicts local trends in the content area.

Formulates market plans (on a municipal level) based on identified needs.

Develops service agreement tools and provides assistance to staff in application of same if required.

Plans and implements department/corporate/public participation processes for the gathering of information on assigned projects.

Develops public participation tools and provides subsequent training and assistance in application of same if required.

Researches, develops and delivers training for the management of volunteers.

Manages and directs the development of program statements for new and retrofit facility development specific to the content area.

Researches, analyzes and reports on other governments/agencies policies and positions.

Identifies issues/needs for philosophical direction and develops policies, strategies and procedures in the area of specialty.

Researches and interprets philosophical directions in specific and related areas of specialty.

Plans, conducts, manages studies and projects in area of specialty and supervises project staff.

Researches and develops resource materials in area of specialty.

Researches and prepares reports for the department management team, corporation and committees of council; speaks to specific reports at various meetings within the department or corporation.

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the theory and philosophy of leisure.

Extensive knowledge of specialized content area.

Extensive knowledge of research, analytical techniques and subsequent policy development methodologies.

Thorough knowledge of the basic principles of economics, psychology, sociology and political science as it relates to the specific content area.

Extensive knowledge of the current social, consumer, economic, health and community resources in the fields of leisure services, health and education.

Extensive knowledge of the current literature trends and developments in the content area.

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Ability to provide resourcing for leadership and supervision of project staff.

Ability to develop and write comprehensive policy and procedural documents and recommendation reports.

Ability to express ideas effectively, orally and in writing.

Ability to develop and deliver training opportunities for staff in the content area.

Ability to negotiate and represent the department/corporation with other agencies and government departments.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Require a Bachelor's degree in Recreation Administration, Commerce, Business Administration or equivalent recognized degree and a minimum of seven (7) years' professional experience which includes a demonstrated competency in a specific content area of art, sport, organization development, community facility development and project management, marketing of and allocation of facilities, negotiation and administration of agreements and contracts entered into by the department, and interpretation and administration of municipal, provincial and federal grant programs.

A demonstrated ability to work independently in both thought and action, in research, analytical techniques, consulting and policy interpretation and development, issue identification and problem solving are required.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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| Salary Plan | <u>21M</u> | <u>21A</u> | <u>21B</u> | <u>21C</u> |
| Job Code | 0795 | | 0796 | |
| Grade | 029 | | 031 | |
| Last Updated: | | | | |
| Previous Updates: | | | | |
| Originated: | 1990-11 | | | |