



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

MANAGING DIRECTOR OF CORPORATE SERVICES & TREASURER PERMANENT, FULL TIME (35 HOURS PER WEEK)

As a member of the Senior Management Team, provides effective visionary leadership to the Corporate Services Department including financial services, taxation, asset management, procurement, risk management, customer service, legislative services, Council coordination and support, records management, accessibility, licensing, freedom of information, and information technology. Accountability for the administration and management of all divisions within Corporate Services including staffing, budgets, strategic planning, and legislative compliance.

Provides expert advice and sound recommendations to the Chief Administrative Officer, Managing Directors, Council, and Advisory Committees on budgeting, financial services, asset management, procurement, municipal legislation, information technology, as well as strategic, operational, and business planning.

Major Duties & Responsibilities:

Operations

- Designated as Treasurer and assumes statutory duties of the Municipal Treasurer; ensures compliance with all applicable statutory and legislative requirements.
- Provides financial leadership over all departments, groups, and individuals under corporate jurisdiction and subject to Council by-laws and resolutions.
- Oversees analysis of financial implications of areas affecting the Township emanating from other departments, Provincial and Federal governments, and other agencies, makes recommendations to Council.
- Identifies and tracks best practices and trends in the fields of financial planning, asset accounting, financial reporting, cash flow, debt management, and investment management.
- Oversees and manages the Township's property taxation process, in association with the County of Wellington.
- Advises all departments and Council on development charges related matters, including the Development Charges Act and the Township's Development Charges By-Law.
- Directs the establishment, management and maintenance of all finance, accounting, and related control procedures so that each department can operate consistently while accomplishing their own corporate and departmental goals and objectives effectively.
- Advises Council on matters pertaining to the financial management of the Township, including statements on assets, liabilities, revenues, expenditures, reserves, debt, and investment activities.
- Operates as Secretary-Treasurer for Centre Wellington Communications and Centre Wellington Energy Innovations.

People Leadership

- Provides leadership in developing and monitoring progress on departmental objectives that are in line with corporate strategic planning initiatives, identifying and resolving obstacles and guiding, coaching, and mentoring direct and indirect reports in the department.
- Directs the Financial Services division, maintaining authority and accountability for corporate finance and accounting (operating budgets, capital forecasting, revenues, expenditures, payroll, reserves, debt management, investments, controls) within the corporate framework.
- Directs the Legislative Services division on all administrative matters, customer service, statutory functions, animal control, municipal law enforcement, and other areas related to Legislative Services operations.

- Directs the Information Technology & Services division to identify, develop, implement, and maintain technological infrastructures, applications, safeguards, and services that support improved operations and ensures all internal customers are served in a professional and timely manner.
- Directs the Purchasing and Risk division, including policy/procedure development and compliance, insurance administration, claims management, procurement contract management while complying with applicable legislation and by-laws.
- Prepares and presents reports related to Corporate Services and recommends specific actions to Council, the Senior Management Team, and others. Recommends new/updated policies, procedures, service financing agreements, etc. Negotiates corporate agreements as required.
- Attends Council and Committee meetings, responds to queries, advises, and communicates on Corporate Services related matters.
- Actions Council directives and decisions with follow-up on implementation and corrections as required.
- Ensures effective and efficient utilization of human resources within the department and collaboratively with other departments.
- Directs employee performance reviews and appraisals and ensures that department staff are given applicable customer service training and development opportunities to enhance the organization's profile, effectiveness, and efficiencies.
- In conjunction with Human Resources, resolves employee issues and disciplinary matters.
- Recommends departmental and staffing changes from time to time that provide departmental efficiencies and enhanced customer service.
- Ensures a safe and healthy environment for employees and the public.
- Ensures all internal and external customers are served in a professional and timely manner.

Strategy, Policy and Direction

- Provides organizational leadership and direction for the administration of the Township, as part of the Senior Management Team.
- Participates in setting priorities and implementing the Township's Strategic Plan, and the management of corporate goals consisting with Council's policies ensuring that all services are delivered effectively.
- Plans, organizes, motivates, and controls through an organization of managers and employees that places responsibility and decision-making processes as close to the appropriate level as possible.
- Assists the Chief Administrative Officer in determining long and short-term planning, including the structure of the organization through the design, maintenance, and review of all facets of the organization and departments.
- Acts as Chief Administrative Officer in his/her absence when requested.
- Lead the annual budget process, working with the Chief Administrative Officer, Senior Management Team, and the Manager of Finance & Deputy Treasurer.
- Ensures sound medium and long-term financial plans are in place to support the development and implementation of the Township's strategic objectives.
- Responsible for effective risk management, liability control, and due diligence measures for the Corporation.
- Acts as Chair of the Township's internal Asset Management Committee, reporting to the Senior Management Team, coordinating asset management activities across the organization, ensuring accountability and legislative compliance.
- Other duties as assigned by the Chief Administrative Officer.

Communication

- Liaises with and responds to inquiries from Township departments as required. Ensures that information is shared appropriately within the department, within the corporation, with patrons and with the public.
- Communicates with senior management in other municipalities, senior officials and elected members of Government, financial institutions, auditors, consultants, the media, and the public to provide or obtain services or information, prepare reports, consult, and resolve matters.
- Maintains a good working relationship with Wellington County and all lower tier municipalities within the County.
- Acts as a speaker for community groups/associations, business groups and other key stakeholders.
- Actively participates with municipal organizations, such as the Municipal Finance Officers Association of Ontario (MFOA) and the Association of Municipal Administrators, Clerks and Treasurers of Ontario (AMCTO), allowing for networking and attendance at relevant conferences and other training opportunities.

Minimum Qualifications and Requirements:

- University education in Public/Business Administration or Accounting.
- Professional accounting designation (CPA).
- Significant demonstrated experience of eight (8) to ten (10) years in an applicable senior management position.
- Experience in municipal government or other public sector environment.
- Detailed understanding of municipal budgeting, property taxation, and public sector procurement.
- Knowledge of key municipal legislation, including the Municipal Act, 2001, the Infrastructure for Jobs and Prosperity Act, 2015, Ontario Regulation 588/17, and the Development Charges Act, 1997.
- Awareness of other municipal legislation, including the Elections Act, Freedom of Information and Protection of Privacy Act.
- Detailed understanding of Public Sector Accounting Standards.
- Advanced knowledge of Microsoft Office, including Word, Excel, and PowerPoint.
- Managerial capability that has been tested under stressful situations and in organizations that are growing and changing.
- Ability to think and act corporately and to be a strong voice for the financial health and sustainability of the organization, information technology priorities, legislative services, and procurement practices within the corporate environment.
- Excellent interpersonal skills and ability to communicate effectively with all levels of the organization, the community, elected officials, and other stakeholders.
- Ability to think and act strategically and collaboratively but with compassion.
- Excellent organizational skills and the perseverance to manage many projects at the same time.
- Ability to plan in the short and long term effectively and take a strategic approach to identifying and managing complex or emerging issues, monitor and improve program efficiency and effectiveness through strategic thinking, planning, priority setting and using performance indicators.
- Public relations, negotiation, and presentation skills to advance and balance objectives in a political environment and represent the department as required, present issues and reports to Council and Committees, represent the organization on Committees, mediate and negotiate between conflicting interests on complex and precedent setting issues.
- Ability to provide written and verbal reports and recommendations on complex corporate services issues for senior management and Council, develop policies, procedures, and strategic objectives to ensure compliance with legislation and meet the strategic goals of the Township.
- A valid Ontario "G" driver's license and access to a vehicle is required.

Annual Salary: \$130,554 – \$152,730 [2022 Salary Grid]

How to Apply: Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0
via email to: careers@centrewellington.ca

Deadline to Apply: Monday, January 17, 2022 at 4:00 p.m.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township's web site at www.centrewellington.ca and search the Job Opportunities link. Please submit your cover letter and resume in one document in .PDF format and indicate the position title in the subject line of email. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. **No phone calls please.**

As the COVID-19 pandemic evolves, we continue to adjust recruitment practices based on the guidance provided by our local Public Health Unit. Assessment of candidates may be via video/remote interviews or physically distanced face to face interviews. We thank all those that apply; however only those candidates selected for an interview will be contacted.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.