

MUNICIPALITY OF NORTH MIDDLESEX

DIRECTOR OF ECONOMIC DEVELOPMENT AND COMMUNITY SERVICES

DEPARTMENT:	Economic Development and Community Services
REPORTS TO:	CAO/Director of Finance (Treasurer)
HOURS OF WORK:	40 hours/week
POSITIONS SUPERVISED:	Direct Supervision: Manager/Facilities and Recreation and Economic Development and Community Services Assistant Indirect Supervision: Community Services Department Staff

POSITION SUMMARY

This position combines the merits of Economic Development and Community Services. The Director of Economic Development and Community Services reports to the Chief Administrative Officer/Director of Finance (Treasurer), and is responsible to develop, initiate, implement, maintain and promote plans, programs, policies, and budgets that will benefit the Municipality of North Middlesex by being strategic, innovative, practical and fiscally sound. Leading a talented team of staff, this position guides and inspires a dedicated workforce in their efficient delivery of these municipality services and helps shape a workplace culture founded on trust and transparency. The Director oversees the Economic Development and Community Services Division, liaises with the Economic Development Advisory Committee and the Recreation Committee. The Director is a visible partner in the community and workplace and a champion of community engagement, development and sustainability.

This position participates on the Senior Management Team, and provides strategic leadership and strategic direction to staff, the CAO, the Senior Management team and also to Council. This position promotes North Middlesex's unique strengths and expanding investment in the Municipality, including business retention and attraction.

OVERALL SCOPE OF POSITION AND CONTROL OF CORPORATE RESOURCES

Scope of Position

Authority from CAO and Council, its by-laws, resolutions, management practices, strategic plans and other expressions of corporate resolve. Ensures compliance with all relevant legislation.

CONTROL OF CORPORATE RESOURCES

People (Human Resources)

- Reports to the CAO/Director of Finance and works with the Senior Management Team to provide organizational leadership and guidance for the administration of the Municipality and to collectively implement the Municipality's vision and strategic direction.
- Directly supervises the Manager of Recreation and Facilities and Economic Development and Community Services Assistant; indirectly supervises the Community Services Department staff.
- 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.
- Ensures effective and efficient utilization of human resources within the department and collaboratively with other departments.

Finance

- In collaboration with the CAO/Director of Finance (Treasurer) develops and monitors departmental budget.
- Holds authority and accountability for departmental finance, accounting and asset management (operating budgets, capital forecasting, revenues, expenditures, payrolls, controls) within the organization's framework, providing budget to actual and reporting variances to the CAO and Council.
- Responsible for effective risk management , liability control and due diligence measures.
- Ensures completion of capital projects.
- Finds new ways to streamline operations, improve efficiencies and set service delivery standards

PRINCIPAL DUTIES

- As part of the Municipality's Senior Management Team, participates in setting priorities and implementing the Municipality's Strategic Plan and the management of corporate goals consistent with Council's policies ensuring that all services are delivered effectively and efficiently.
- Assists the CAO/Director of Finance in determining short and long-term organizational planning, through the design, maintenance and review of all aspects of the department.

- Works independently with various organizations and groups in the delivery of services. Acts as the main contact for the municipality with all community groups. Works towards a positive relationship with the various groups such as, service clubs, minor sport, business, and volunteer organizations.
- Establish meaningful linkages with other levels of government, the business community, educational institutions, and interest groups to develop the Municipality's presence and capabilities.
- Meet with businesses and organizations that support business to discuss needs, plans and programs to assist in business development and to market the Municipality as a business and residential destination.
- Responsible for the overall day-to-day management of the Economic Development and Community Services Department and acts as Council's representative.
- Attends Council and committee meetings, responds to queries, advises and communicates on economic and community services matters.
- Develops and implements various policies & procedures related to both Economic Development and Community Services. Conducts ongoing reviews of existing documents, creation of new documents. Documents include formal policies and long term plans and strategies that need to be approved by Council and those that are more departmental and operationally focussed.
- Develops an annual Business Plan for the Department, setting goals that are in line with the Municipalities Strategic Plan. Sets out performance goals individually and works with direct reports in setting their work plans for the year. Look at new ways to deliver programs and services by encouraging partnerships. Plan ahead 18 months in advance to allow for changes to policy and to gain various approvals.
- Provides leadership to the department team, including staff development, performance management/review, coaching and mentoring, staff engagement, health and safety and discipline. Assesses departmental needs, makes recommendation on complement amendments and organizational structure. Sets performance standards.
- Manages department staff through Managers/Supervisors.
- Directs employee performance reviews and appraisals, and encourages employee training for current responsibilities and future succession planning initiatives.
- Encourages all staff to seek efficiencies, continuous improvement and innovation in the operation and services provided by Economic Development and Community Services.
- In conjunction with the CAO/Director of Finance (Treasurer) and human resources support resolves employee disputes and disciplinary matters as they arise from within the department.
- Ensures a safe and healthy environment for employees and the public.

SENIOR LEADERSHIP

- Participate as a member of the Corporation's Senior Management Team, in the overall management of the Municipality. The senior management team, functions as a team to execute the following shared responsibilities:
 - Provide strategic leadership and direction to the Municipality;
 - Ensure alignment and coordinated leadership of all functional area and services;
 - Ensure effective operating systems across the organization;
 - Set and ensure operating standards, consistent with policies and municipal by-laws;
 - Consult and make decisions on matters that impact multiple work teams or services;
 - Manage, risk, address problems and assess opportunities on an ongoing basis;
 - Ensure health and safety and positive work environment for employees;
 - Review policy and address issues related to policy and procedures; and
 - Support and enable the work of the CAO/Director of Finance (Treasurer) and Council, as required.
- Act as a project leader (when assigned) on corporate-wide improvement project(s).
- Undertake special projects and perform other duties as assigned, in accordance with departmental or corporate objectives.
- Work in compliance with, and ensure staff is knowledgeable of and in compliance with the *Occupational Health and Safety Act*, WHMIS, applicable legislation, regulations, statutes, departmental policies/procedures/practices, operational guidelines, and perform safe work practices.
- Ensure the confidentiality of all information in accordance with the Municipal *Freedom of Information and Protection of Privacy Act*.

MINIMUM QUALIFICATIONS

Education (degree/diploma/certifications)

- Four (4) year University Degree in an appropriate discipline, preferably economic development, recreation, leisure studies, business administration or suitable equivalent in a related field.

Experience

- Five (5) years of related experience; or a combination of related education and experience.
- Progressive management experience. Leadership experience in a municipal or broader public, private or voluntary sector environment.
- Have sound judgement and poses the ability to champion the department to stakeholders, municipal staff and the public.

- Thorough knowledge of parks and recreation, arts and culture operations, programs and facilities, tourism and economic development.
- Certified Recreation Facilities Professional (CRFP) designation would be considered an asset.
- Experience in preparing and managing budgets.
- Experience working in a unionized environment.
- Thorough understanding of municipal processes, including the *Ontario Municipal Act, Planning Act* and Regulations.
- Exceptional organizational, communication, facilitation, project management and interpersonal skills.
- Superior Expertise in developing and delivering digital content, graphic design and social media marketing.
- Demonstrated ability to lead, influence and foster a cooperative and positive work environment with multiple, cross functional stakeholders.
- Ability to work independently and on a team working on multiple, complex and diverse projects.

CONDITIONS OF EMPLOYMENT

Exposure to a normal office environment. Visual and mental concentration with respect to detail and visual presentation material necessary. Required to attend meeting and special events and to travel occasionally outside of normal office hours. The use of a personal vehicle for business is required.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.