



Lower Thames Valley Conservation Authority General Manager/Secretary-Treasurer

The Lower Thames Valley Conservation Authority is seeking an experienced administrator to assume a strong leadership role for the organization, due to the pending retirement of the incumbent.

POSITION TITLE:	General Manager/Secretary-Treasurer
CLASSIFICATION:	Full time, salary range \$95,368 to \$116,043
POSITIONS SUPERVISED:	Department Heads
IMMEDIATE SUPERVISOR:	Board of Directors
LOCATION:	Administration Office, 100 Thames Street, Chatham, Ontario
ANTICIPATED START DATE:	January 1, 2018

PURPOSE OF POSITION:

Providing strategic leadership, guidance and advice to the Conservation Authority Board and staff, and directing and co-ordinating the execution of the approved programs, policies and decisions, the General Manager/Secretary-Treasurer is the head of staff of the Authority and reports to the Committees and Board of Directors of the Authority.

SPECIFIC RESPONSIBILITIES:

- The General Manager/Secretary-Treasurer has full charge and direction of all employees of the Authority, including the approval of position specifications, salary administration, and performance management;
- Responsible for directing and coordinating the implementation of programs, policies, and decisions that the Board of Directors approves or adopts through supervision and direction of the activities of the Water Management, Conservation Lands and Services, Community Relations and Education, and Finance and Administration functions of the Authority;
- Directs and coordinates the preparation of annual budget, and presents draft recommended budget to the Board of Directors for final approval;
- Designs and implements appropriate administrative and management controls to ensure overall efficiency, effectiveness, economy and integrity of Authority operations;
- Directs the coordination of meeting agendas, preparation of reports, presentations and delegations to the Board of Directors and Personnel & Finance/Executive Committee, and conducts the official correspondence of the Authority;
- Directs the preparation, approval, circulation, and posting of all meeting minutes;
- Develops and maintains strong and positive relationships with staff and Councils of participating municipalities and associated agencies, as well as senior government officials;



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- Fosters a strong, positive organizational culture through the oversight and administration of progressive human resources policies and practices;
- Performs the statutory duties of Secretary-Treasurer under the Conservation Authorities Act and the delegated powers and duties of the “head” of the institution under the Municipal Freedom of Information and Protection to Privacy Act;
- Ensure that Authority Policies and Procedures are developed and maintained in accordance with legislated requirements and best public sector management practices;
- Perform other duties as assigned.

QUALIFICATIONS:

- Proven leadership skills in the field of natural resources or public sector management;
- Excellent verbal and written communication skills, tact and judgement;
- Highly developed analytical, organizational and administrative skills and practices;
- Ability to develop positive relationships with the public, media and community organizations;
- A degree from a recognized university in a resource discipline or public administration;
- Valid Ontario driver’s licence and competence with MS Office software.

COMPENSATION AND BENEFITS:

Salary range based on a 35-hour workweek with some travel, frequent extended hours and occasional weekends. Competitive benefits including extended health coverage and defined contribution retirement plan. Full details of the benefit plan can be provided upon request.

HOW TO APPLY

Please send resume and cover letter by August 31st, 2017 noting this position to:

Lower Thames Valley Conservation Authority
100 Thames Street
Chatham, ON N7L 2Y8
Attention: General Manager Search
or email to: admin@ltvca.ca

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

The Lower Thames Valley Conservation Authority is an Equal Opportunity Employer