

General Manager, Planning, Recreation and Development

The **City of Cornwall** is a progressive community of 47,000, situated on the banks of the St. Lawrence River in Eastern Ontario. Rich in history and natural beauty, Cornwall offers historic sites, popular campsites, beaches and world-class amenities as well as small town charm and hospitality. Cornwall is Ontario's easternmost city, just over 400 kilometres east of Toronto, 100 kilometres southeast of Ottawa and 120 kilometres southwest of Montreal. Cornwall boasts a modern economy led by forward thinkers who have made the city an excellent place for a career and raising a family. For more information, visit www.cornwall.ca.

Overview

Reporting to the Chief Administrative Officer, the **General Manager, Planning, Recreation and Development** provides leadership and oversight to experienced and multi-disciplined teams in day-to-day financial matters, and the allocation of capital resources for the respective departments. As the leader who's responsible for setting the pace and example in how the departments will deliver services to the residents of Cornwall; and will also know how to coach and develop others to a similar standard to ensure organizational learning. The ideal person will personify the values of integrity, trust, ethics and values while being a relentless pursuer of self-development. The leader will also be responsible for creating an atmosphere conducive to realizing high levels of mental fitness and safety for all team members in ensuring the proper execution of the following:

- Reviewing and implementing through the operational work teams progressive by-laws, policies, and community standards reflective of best practices and standards within the industry, and inclusive of legislative requirements, to ensure the highest levels of service and satisfaction for residents.
- Determining the efficient delivery and development of operational strategies for by-law education and enforcement, building code and plan approvals, urban planning, recreation programming, facilities and maintenance, and parks and landscaping.
- Be an advanced communicator that is able to deliver information across the organization and municipality with the capability to articulate and simplify complex items for general discussion and problem solving in both oral and written formats.
- Creating and developing a work climate where mental health, respect for the individual, and self-development are acknowledged as critical success factors across all areas of the organization.
- Using progressive and advanced collaboration and team building concepts, seek to build a relationship of mutual trust and respect amongst all residents and staff within the facility.

- Be the champion for the development and monitoring of the continuous improvement and quality assurance program ensuring the proper compliance to legislation and accreditation requirements.
- Coordinate and prioritize the budget requests for the entire work group as part of the larger overall city budget planning process, and then using your project management experience to ensure the effective delivery of these items.
- Establish the effective and efficient administrative practices for the practical delivery of internal policies and processes.
- Create and maintain strong relationships with residents, City Council, and colleagues with a focus on continuous improvement to processes and current service delivery.

Required Qualifications & Experience

- A seasoned professional with more than 10 years of progressive experience, and the accompanying relevant university education in a similar role in a unionized environment with working knowledge of the Lean principles and methodology being an asset.
- Advanced skillsets in the delivery of win-win problem solving, coaching for development, and providing constructive feedback with an equal understanding of how to use these tools in coordination of other formal performance instruments as required.
- Core competencies for the position include the ability to manage and measure work, having a business acumen, the ability to organize multi-disciplinary teams, inclusive decision making with required stakeholders, possessing managerial courage, being just and equal in the treatment of team members, and the ability to minimize negative conflict to build better situations where positive conflict may thrive.

The City of Cornwall offers a competitive salary and benefits package. The starting salary range for this position is \$153,231.

The deadline for submissions is **January 3, 2023**.

To apply, please send your cover letter, resume and proof of qualifications to careers@cornwall.ca quoting File: 22-238 General Manager, Planning, Recreation and Development

The Corporation of The City of Cornwall is an Equal Opportunity Employer. Accommodation will be provided in all parts of the hiring process as required. Applicants need to make their needs known in advance.

We thank all applicants for their interest, however, only those selected for interviews will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.