



Position: Director, Legislative & Information Services; Township of The Archipelago

Status: Full Time Non-Union

Salary Range: \$131,483 - \$153,817, based on a 35-hour work week

Location: Parry Sound, Ontario (*Relocation/Accommodation Package Available)

Closing Date: Noon on Friday, May 17, 2024, resume and cover letter contained in one PDF document

Overview of the Opportunity

Reporting to the Chief Administrative Officer (CAO) this new position, resulting from an organizational review recently conducted, will have oversight of information technology services, systems and solutions; legislative/clerk services; external communications; and protective services (fire, emergency management and bylaw enforcement). The Director will lead with broad insights and thorough knowledge related to leveraging digital technologies to make data more accessible and improve efficiencies all striving toward a digital transformation focused on an enhanced customer experience and an improved interface between Council, the public and employees. As a member of the Senior Leadership Team (SLT), the Director will pay attention to shifts and trends in a complex and evolving municipal environment to strategically serve our residents, businesses, and local government.

Who we are

The Township of The Archipelago is a water-based, seasonally oriented municipality consisting of a portion of the 30,000 islands in Georgian Bay and a number of inland freshwater lakes. The Township acknowledges that the community resides on traditional Anishinabek territory. Our team is made up of committed and passionate employees who, in partnership with its community, ensures the continued guardianship of the lakes and watershed areas within the Georgian Bay Mnidoo Gamii Biosphere.

Who you are

You want to be part of a municipality with an environmental focus. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve shared goals. You like problem solving, expanding your horizons and making positive impacts on your community and beyond.

Why work for us

A progressive team, dedicated to lifelong learning, career advancement and collaboration. Our Administration Office, located in the hub of Parry Sound, overlooks the Seguin River and is only steps away from the Rotary and Algonquin Fitness trail where you can immerse yourself in the beauty of the Georgian Bay shoreline.

In addition to the beauty of the area, we offer a robust employee benefits program, an Employee and Family Assistance Program and are members of the Ontario Municipal Employees Retirement System (OMERS).



What You'll Do

- Act as a primary point of contact for the CAO and Council on all Departmental functions. Act as subject matter expert and resource to Council, researching and submitting reports as directed by the CAO and/or Council.
- Actively participate in the preparation of key reports, studies, and policies to support the day-to-day operations of the Department.
- Create annual Departmental budgets to Council including implementing the approved program and budget of expenditures to carry out Departmental activities within approved limits. Monitor budget performance and report variances to the CAO and Director, Finance & Administration.
- Develop priorities and long-range strategies aligning Departmental budgets and resources to best achieve strategic goals and priorities.
- Mentor and motivate employees to achieve career objectives within the Department and/or across the organization.
- Oversee and direct the prioritization, development and implementation of records/retention management, communication, protective services and information technology activities and projects to ensure they contribute to corporate and departmental goals and objectives.
- Interact with a network of professional contacts for the exchange of knowledge, solutions, and best practice improvements in response to changing regulatory and business environments, as well as with customers and the public as necessary to support all projects, Departmental programs, and strategic objectives in a positive and participatory manner.
- Perform other duties necessary to support and advance the work of the Legislative & Information Services Department.

Education

- Post-secondary degree in Business, Public Administration, Information Technology, or a related discipline.
- Leadership programs or certifications would be considered an asset.

Experience and Skill

- 6-8 years demonstrated progression in leadership to a senior level required, municipal setting an asset.
- Knowledge and experience in working with community organizations, facilitating public consultation processes and effective program delivery.
- Significant experience managing outcomes/results of complex technology system integration projects.
- Excellent strategic planning, performance management, problem solving, decision-making and leadership skills.
- Proven ability to establish and maintain effective working relationships within and external to the organization and department, including communicating effectively, maintaining good working relationships with elected representatives, members of the public and other levels of government.
- Excellent organizational and customer service knowledge, skills and abilities.
- Demonstrated organizational skills to navigate competing priorities and agendas successfully and meet multiple deadlines with a high degree of accuracy and keen attention to detail.
- Ability to effectively manage staff at all levels and ensure accountability for performance and results.
- Advanced working knowledge of communications and public relations.
- Advanced working knowledge of technology solutions, software and applications.

