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## **The Corporation of the Municipality of Clarington Planning and Infrastructure Department requires a Deputy CAO/Planning & Infrastructure Services**

### **We are an equal opportunity employer**

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

### **Who we are**

Clarington is one of eight lower tier municipalities in Durham Region. With a population of 107,000 people and rapidly growing, Clarington offers residents a blend of city living and rural charm. The corporation is made up of five departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We are committed to being an employer of choice by attracting, retaining, and providing support and opportunity to reach career ambitions; creating an innovative environment for people to thrive; and we value work life balance creating an environment for flexibility.

Clarington promotes a culture of corporate excellence that is built on the core values of accountability, integrity, and respect. These values will guide the Municipality as it works to enhance the quality of life in our community. They define what we stand for, how we do our jobs, how we treat one another and how we serve the people of Clarington.

### **What the role entails**

Reporting to the Chief Administrative Officer (CAO), the Deputy CAO/Planning and Infrastructure Services provides strategic leadership for the Department and is an integral part of the Senior Leadership Team. The role oversees a multidisciplinary department designed to offer a comprehensive view of development, encompassing initial planning inquiries, development review, engineering, and permit approvals.

The Infrastructure branch aims to consolidate all engineering and asset management services within one division. Presently, the team manages the planning and development of roads, bridges, parks, trails, and transportation networks, coordinating with external agencies on infrastructure projects involving cable, internet, and power.

The Planning branch is navigating exciting growth as we anticipate the transfer of planning function from the Region later this year. Establishing a robust structure to support the new responsibilities is crucial for sustained success. The groundwork for this will commence prior to the transition, as it is imperative to have a comprehensive business plan ready for the forthcoming operating budget cycle. Nevertheless, there will be ample opportunity for feedback and contributions.

In collaboration with various departments across the organization, this role engages with all levels of government, including the Mayor and Members of Council, as well as developers and the general public. It is essential to embody the corporate values and strategically align the Department's workplan with the Municipality's strategic plan, fostering a cohesive partnership both internally and externally.

Working closely with their team the Deputy CAO will be responsible for interpreting provincial legislation and carrying out the legislated functions delegated by Council under various provincial acts.

## **Responsibilities**

The following responsibilities and duties of this position include but are not limited to:

**Departmental Leadership:** leads employees in developing programs, policies and procedures for the services that the Planning and Infrastructure Services Department provides, including planning policy, development review, development engineering, capital infrastructure, and building permit issuance.

Gives performance coaching and supports employee development at all levels using best practices.

Offers suggestions and direction on emerging policy, divisional issues, resource needs and changes in service levels.

Advises and recommends CAO and Council on everything related to planning and infrastructure, i.e., public policy, strategy, development projects, capital infrastructure and budgeting, and major community projects that are important for the Municipality.

- **Strategic Planning:** provides advice and recommendations to the department and SLT on corporate policies, projects, plans, budgets, activities, operations, and maintenance as they relate to the services delivered by the department ensuring long term sustainability and growth.
- **Budget Management:** oversee the multi-year capital and operating budgets for the department, ensuring financial clarity and responsibility, tracking budget compliance, analyzing and reporting deviations, and managing budgets effectively in line with corporate policies.
- **Project Management:** ensure projects follow project management principles and milestone delivery on project schedule timelines, plans are comprehensive and address operational, service level and continuous improvement initiatives.
- **Community Engagement:** collaborate and engage with various community stakeholders, attend public meetings, and address concerns related to Planning and Infrastructure Services

operations to maintain positive community relations and deliver services in alignment with the strategic plan and corporate Customer Service Excellence expectations.

- **Reporting:** ability to prepare business cases, reports, briefing notes, and recommendations for Senior Leadership and Council. Ensure reporting and recommendations are completed to update the community through communications plans. Reports and recommendations are based on both quantitative and qualitative data.
- **Stakeholder Management:** Balancing the interests of the public and the municipality with other competing external demands using exceptional facilitation, negotiation and risk management skills.
- **Committee Management:** Responsible for providing formal advice to Council through the management of Council's Planning and Development Committee as well as legislated committees such as Committee of Adjustment, and Heritage Committee, and related public reports that must meet legislated requirements.

## Qualifications

The successful candidate will possess:

- Post Secondary education in Planning, Business, Public Administration, Civil Engineering, or equivalent/related field.
- Post graduate degree/certificate in public administration, management, engineering, and/or planning related field.
- At least 10 years of progressively responsible management experience at the manager/director level, in a Municipal unionized environment and leading multidisciplinary groups.
- Experience championing complex projects in the planning and engineering fields.
- Demonstrated high level of critical thinking with the ability to perform in a proactive and strategic manner, plan, prioritize and balance multiple responsibilities and shifting priorities successfully.
- Demonstrated ability to lead, coach, motivate and influence staff.
- Must possess political acumen and have an understanding of the municipal environment.
- Excellent organizational and interpersonal skills; the ability to solve problems and meet deadlines under pressure.
- Must have general knowledge of principles of accounting, budgets, forecasting, short- and long-range planning.
- Continuous improvement, project management or Lean Six Sigma training would be considered an asset.
- Must have an excellent understanding of municipal planning processes, provincial policies and legislation, and working knowledge of the Ontario Municipal Act, Planning Act, Heritage Act, and other Provincial Plans and Plans and Regulations.
- Must have excellent verbal, written, and visual communication skills; ability to make oral presentations; ability to develop and use graphic aids. Ability to communicate effectively and tactfully with elected officials and other stakeholder groups.

## What we offer you

- Salary: \$204,885 - \$227,432, Code 15 of the 2024 Non-Affiliated Salary Administration Program.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs
- Hours of work: 35 hours per week
- There is a requirement to attend evening meetings of Council and community meetings as scheduled
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.

## Additional information and requirements

Prior to starting the position, the successful candidate must provide, at their own expense, a current (within the last 180 days) satisfactory criminal reference check, directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

## How to apply

To explore this opportunity, please apply via email with a covering letter and resume as soon as possible and not later than August 12th, 2024 to [careers@waterhousesearch.net](mailto:careers@waterhousesearch.net) quoting project CL-DCAO

Should you wish to speak to our Executive Recruiter or to receive an information package please contact Amy Oliveira at 416-214-9299 x4, [amy@waterhousesearch.net](mailto:amy@waterhousesearch.net) or Jon Stungevicius at 416-214-9299 x1, [jon@waterhousesearch.net](mailto:jon@waterhousesearch.net).

We thank all applicants for their interest. However, only those under consideration will be contacted.

## Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109 or Jon Stungevicius, Senior Partner, Waterhouse Executive Search, 416-214-9299 x1, [jon@waterhousesearch.net](mailto:jon@waterhousesearch.net).