

City Manager

545 Talbot St, St Thomas, ON N5P 2T9, Canada Req #989

Date Posted: October 22, 2024



An Opportunity to Join Our Dynamic Team ... in a Dynamic City

The Corporation of the City of St. Thomas is recruiting for a:

CITY MANAGER

Permanent, Full-Time

Job Posting #: 989-10-24

POSITION SYNOPSIS AND PURPOSE:

As the Senior Administrative position for the Corporation reporting directly to City Council has the overall responsibility, through subordinates, for the general control of the operation of the City subject to legal requirements and City policy. Is responsible to coordinate advice to and from City Council, and boards and committees as required, regarding City policy, programs, and procedures and to act as the chief policy advisor to City Council. Is a member of the Corporate Senior Management Team and is required to participate in corporate initiatives not directly related to scope of responsibility.

MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES:

Administration (45%)

Strategically co-ordinates, leads and directs the civic administration of the municipality in accordance with the policies and plans approved and established by Council.

Attends all Council meetings and any Committee meetings, as required. Acts at the chief administrative advisor to Council on civic matters. Ensures the policy making process is effectively served with timely, practical suggestions with workable alternatives where applicable, responding to staff assessments and initiatives, Council initiatives and Federal and Provincial legislation and programs.

Directs the review and evaluation of the municipality's resources, assets and programs providing analysis of alternatives for those resources, assets and programs that can improve their efficiency and cost effectiveness. In conjunction with department heads, makes recommendations to Council in respect of alternate policies, programs, and procedures.

Co-ordinates and directs department heads in the preparation of plans and programs to be submitted to the Council relating to the civic administration.

Meets with department heads regularly, for discussion of matters of policy approved by the Council and for co-ordination of all departmental activities.

Applies contemporary management methods to direct the business of the Corporation and implement the strategic decisions of Council.

Acts as the senior administrative contact with regard to relationships with the Federal and Provincial governments, municipal partners, agencies and organizations.

Fosters the leveraging of partnerships and funding opportunities which will be of benefit to the City.

Performs all of the powers and duties of the Chief Administrative Officer as prescribed by the Statutes of Ontario and as may be from time to time prescribed by the Council.

Operations / Quality (45%)

Directs and manages the administrative functions, including the supervision of staff and preparation of departmental budgets.

Attends all Council meetings with the right to speak, subject to the consent of the presiding officer, but not to vote there at.

Responsible for establishing and maintaining a bond of trust between elected and appointed officials for the successful operation of political and administrative activities; discusses areas of concern with Mayor and Council and proposes solutions.

Without limiting the foregoing, exercises any other power from time to time lawfully granted to him by the Council.

Where the provisions of this position description conflict with the provisions of any by-law or resolution of the Council, Council shall determine which by-law or resolution shall take precedence, and the conflicting by-law or resolution shall be accordingly amended by Council.

Human Resources (10%)

Reviews the municipality's organization and departmental structure regularly and recommends any changes to Council that would improve the effectiveness or the efficiency of the structure.

Recommends to the Council the appointment, employment, suspension, or dismissal of senior administration (department heads).

Ensures effective utilization of staff employed by the municipality and provides for policies and procedures to maintain equitable employment practices including collective bargaining and employee relations, compensation and benefit policies, and staff development opportunities.

Authority, in cooperation with the appropriate department head to appoint, employ, promote, transfer, suspend or dismiss employees not covered by collective bargaining agreements.

Authority, in cooperation with the appropriate department head to appoint and employ all other employees of the municipality in accordance with procedures laid down in collective bargaining agreements and to dismiss or suspend such employees for cause.

MINIMUM QUALIFICATIONS:

Must possess a university degree in Business, Finance, Public Administration, Management or discipline related to municipal operations. A related post-graduate degree or a Certified Municipal Officer (CMO) designation would be an asset. A minimum of ten (10) years of demonstrated, progressively senior municipal management experience. This position requires a seasoned executive with demonstrated leadership ability who is a confidence builder and who can maintain an environment that fosters fresh thinking, team building and participative management. The incumbent should be organized, self-starter, possess strong interpersonal, communication, presentation and public relations skills and be capable of dealing effectively with staff/public/elected representatives. Must have excellent computer skills using Microsoft applications. A valid Class "G" Ontario Driver's Licence and access to reliable transportation.

HOURS OF WORK:

The normal workweek consists of 35 hours; Monday to Friday; 8:30 a.m. – 4:30 p.m. with a one-hour unpaid lunch. Attendance at evening council meetings. Required, on occasion to work beyond the normal hours of work and off site; evenings and weekends.

WHAT WE OFFER:

- Salary Range: \$192,946 - \$241,183 per annum (Group 1)
- Comprehensive Benefits
- OMERS Pension Plan
- Paid Vacation and Holidays
- Employee Family Assistance Program (EFAP)
- Tuition Reimbursement Program (continuous learning)

Applications must be received no later than Monday November 11, 2024 at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities. Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

Note: You will be required to answer Qualification questions during the application process.

When your application has been received through Dayforce, you will receive an email from notify@dayforce.com stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Other details

Pay Type Hourly

Apply Now