

The Municipality of Grey Highlands invites applications for:
Director of Community Services
Permanent, Full-Time (37.5 hours/week)
\$65.10 - \$76.16/hour

Join our team of dedicated and professional staff, and experience a collaborative, supportive work environment where your efforts are appreciated, and your growth valued. You will have the unique opportunity to work with some truly inspirational community leaders and collaborate with colleagues to accomplish organizational objectives, shaping the future of Grey Highlands together. If you are ready to immerse yourself in an enriching, fast-paced role and contribute to the continuing development of Grey Highlands, we are eager to hear from you.

Due to a vacancy, the Municipality of Grey Highlands is receiving applications to fill the permanent full-time position of Director of Community Services. Reporting to the Chief Administrative Officer, the successful candidate will be responsible for overseeing Building Services, Parks and Recreation, Economic Development and Fire and Emergency Services within our newly reorganized Community Services Department.

What we offer:

- Employer-paid benefits package (extended health and dental care), including life insurance and an Employee Assistance Program
- Contributory Pension Plan (OMERS) eligibility for all employees
- Paid vacation days and personal days
- Training and Development Opportunities
- The Municipality of Grey Highlands is dedicated to promoting diversity, equity, inclusion, and belonging in the workplace. We celebrate and welcome the diversity of all employees.

What you will do:

- Provide strategic overall management, administration, and coordination of the following service areas: facilities, parks, fire and emergency services, recreation and events, building inspection, economic development, tourism, and culture. Ensure the municipality is in compliance with current related legislation.
- Coordinate, liaise, and network with other departments, Grey County, consultants, contractors, various Provincial and Federal agencies, funding and approval authorities, stakeholders, and community groups.
- Cultivate positive relationships with community representatives, organizations, special interest groups and individuals.
- Collaborate with the CAO on economic development and tourism opportunities and initiatives.
- Prepare annual operating and capital budgets and various financial reports related to capital projects, asset management, and maintenance programs. Establish, review, and administer the department's long-term and annual capital and operating budgets in conjunction with the Treasurer and finance staff. Monitor and approve department expenditures and revenues within the approved corporate framework.
- Conduct research and source information and prepare reports, make recommendations, and represent the Community Services Department at Council, public meetings and other functions as may be directed by the council and/or the CAO.
- Write, implement, and revise policies and procedures as required by the department and its operations. Ensure that all operating procedures, policies, and records documentation are created, managed, and adhered to.
- Regular site visits will be required to manage projects effectively and oversee business units operating outside of the main office location.

Develop and maintain a good working relationship with Council, staff and the public, which includes:

- Provide corporate oversight to goals and directions and ensure the asset management program aligns with the Municipality's strategic plan in cooperation with the senior management team.
- Coach, and mentor departmental staff and project teams on their respective areas of the department.
- Comply with all office procedures.
- Attend meetings, conferences and workshops.
- Participate in the resolution of delivery service issues.
- Communicate ideas, suggestions, and procedural changes which may assist the organization.
- Assist where and when needed during staff shortages and/or emergency situations.
- Responding to public enquiries in a timely manner.

Responsible, as a supervisor, for health & safety under the Occupational Health & Safety Act (OHSA). This includes, but is not limited to:

- Ensuring employees are properly trained in health & safety responsibilities, use of equipment, and are aware of potential dangers on the job and how to deal with them.
- Providing safe and proper equipment, standard operating procedures, supervision and communication (including written instruction), current MSDS sheets, where applicable.
- Cooperating with the JHSC to provide a safe and healthy work environment and take every precaution reasonable in the circumstances.
- Ensuring employees are working safely within the law and safe work practices and procedures (wearing personal protective equipment (PPE), ensuring all guards are in place, understanding and following standards operating procedures), and evaluating performance.
- Developing and maintaining an understanding of the OHSA, health & safety policies, and identifying and reporting concerns to the Department.
- Investigating and reporting accidents and injuries.

What the ideal candidate will possess:

- Post-secondary degree in Urban Planning, Urban Design, Environmental Engineering or related discipline.
- Minimum 5 - 7 years of related leadership and management experience in a senior municipal or provincial role.
- Demonstrated experience leading transformational change and utilizing a systems thinking approach to improve effectiveness and make recommendations on areas to be improved.
- Knowledge of current issues facing local government in Ontario, particularly as they relate to community services.
- Working knowledge of the various acts related to municipal government, risk management and emergency management
- Strong interpersonal skills combined with demonstrated project time management, organizational, analytical research, communication (written, oral), report-writing, negotiating, administrative, problem-solving, public relations and public speaking.
- Ability to deal effectively and discreetly with all levels of staff, Council and the public.
- Ability to think and act strategically in a political and community service environment and to foster and contribute to a positive, productive work environment.
- Proficient in Windows and Microsoft applications, office equipment, presentation and database software, related GIS and mapping applications and the Internet.
- Valid Class "G" driver's license

What we will require:

- A Police Criminal Record Check satisfactory to the Municipality
- Proof of your current and valid certificate(s), licenses and/or educational qualifications
- Three valid references for a background check

Candidates for the above position are invited to submit resumes **along with a cover letter**, preferably by e-mail, referencing **“Director of Community Services”** prior to **4:00 PM on Friday, March 14, 2025** to Jackie Groves, Human Resources and Health & Safety Coordinator, 206 Toronto St. South, PO Box 409, Markdale, ON N0C 1H0; **careers@greyhighlands.ca**

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted. For more information, please visit greyhighlands.ca