



Career Opportunity – Internal/External Posting

Director of Development and Strategic Initiatives Development and Strategic Initiatives

Position Summary:

This is a new position within the organization. Reporting to the Chief Administrative Officer (CAO), the Director of Development and Strategic Initiatives is responsible for the administration and strategic direction of Planning and Development Services, Communications and Corporate Identity, and Organizational Excellence (formerly known as Human Resources), and those initiatives as identified in Council's Strategic Plan, including establishing and maintaining positive and cooperative relationships with Indigenous communities, organizations and representatives and specifically with the Caldwell First Nation. This position will be responsible for planning and facilitating development that will drive infrastructure expansion and broader growth within the community. The Director will play a critical role within the "Growth Team" which will strategize financial investment and purposefully plan and foster capital growth projects. As part of the Senior Leadership Team, the Director will contribute to a work environment that fosters pride in being part of a team and promotes professional and personal growth.

Key Responsibilities:

- Responsible for the overall development and operations of the Development and Strategic Initiatives service area, ensuring that the operations within align with the Strategic Plan.
- Responsible for strategic initiatives as assigned by the CAO, including:
 - Transformation of the department of Planning and Development to align with Council's Strategic Plan to Grow Leamington
 - Serve an integral role within the "Growth Team" which will be critical to create and support the conditions for commercial, industrial and residential growth;
 - Act as a liaison function between the Municipality and Indigenous communities and, in particular, the Caldwell First Nation;
 - Develop strategy, protocols and training for staff related to Indigenous engagement; and
 - Modernize service delivery through the oversight of enterprise-wide digital transformation and responsible use of artificial intelligence.
- Responsible for the overall human resource management of Planning and Development Services, Communications and Corporate Identity, and Organizational Excellence and including:
 - Plan, prioritize and assign work;
 - Establish goals and objectives for the service areas and the Managers;
 - Health and safety responsibilities of staff;

- Plan and develop staff, including, with the assistance of Organizational Excellence staff, recruitment, training, setting objectives, performance management, etc.
- Identify the professional needs of staff;
- Conduct meetings within the service areas, department and external departments;
- Develop and implement policy and programs that will assist in delivering quality services and programs to ratepayers; and
- Provide leadership and motivate staff to deliver quality service and programs to ratepayers.
- Responsible for the financial management of the Development and Strategic Initiatives service area:
 - Prepare, present, monitor and evaluate annual capital and operating budgets as requested by the CAO and Council;
 - Manage any capital projects; and
 - Project financial variances as part of the monthly or quarterly review; monitor and control budgets in conjunction with finance staff.
- Serve as a member of the Municipality's Senior Leadership Team, responsible for the administrative component of Development and Strategic Initiatives:
 - Attend all Council meetings;
 - Plan and implement strategic long-term initiatives;
 - Maintain operational statistics and records;
 - Develop reports and/or plan studies which will enhance and advance services offered through Development and Strategic Initiatives.
- Comply with applicable provincial and municipal legislation, including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge, and Skills:

- Must have a University degree in business administration, public administration, urban planning, or an appropriate related discipline.
- Must have a minimum of ten years of progressive experience, working in a leadership role in a municipal environment.
- Must be able to demonstrate effective written and verbal communication skills.
- Must be able to demonstrate leadership in the area of development.
- Knowledge of the Municipal Act, 2001, and related legislation, and regulations.
- Knowledge of the Planning Act and related legislation and regulations.
- Must be able to demonstrate strong leadership, interpersonal, and organizational skills.
- Must have proven ability to establish and maintain effective working relationships with a diverse group of internal and external stakeholders and must be able to manage multiple projects concurrently.
- Demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.
- Must have experience with developing operational recommendations and requirements.

- Experience in mentoring and coaching leaders would be considered an asset.

Hours of Work and Working Conditions:

This position is employed for 35 hours per week. Some travel and attendance at evening meetings are regularly required. Lieu time is capped at 70 hours annually.

Employee Group:

Non-union.

Salary Range:

\$161,654.21 to \$189,112.56 annually (2025 Rates)

Closing Date:

Applications must be received by 11:59 PM, Sunday, July 27, 2025.

How to Apply:

Interested candidates must apply online through our website, leamington.ca/careers

We thank all applicants; however, we will contact only those selected for an interview. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761