

Posting # 3410

Job Posting Title: Manager of Children's Services

Section: Children's Services

Division: Children and Social Services

Department: Community Well-Being

Initial Reporting Location: 199 Larch Street

Job Status: Permanent position

Number of Vacancies: 1

Union Affiliation: Non union

Hours of Work: 70 hours bi-weekly

Shift Work Required: No

Range of Pay: Group 14 - \$4,365.90 to \$5,135.90 bi-weekly

The start date will follow the selection process.

Main Function: The position is responsible to the Director of Children and Social Services for the complete management, direction and operation of the Children's Services Section, in support of quality customer service outcomes, and the Business Plan for the Section. This position fulfils a corporate controllership role for this function.

Characteristic Duties: Under the general direction of the Director of Children and Social Services.

1. Responsible for the preparation and execution of an annual Business Plan covering all mandated services of the Children's Services Section, in concert with the budgeting process. The Plan will detail service goals, expected service/ performance outputs, resource inputs required to achieve these outputs, and the performance measures used to assess the Section's performance against the goals.
2. As the senior administrator of the Section, responsible for community early learning programs and related services.
3. Provide direction and over-all co-ordination of activities within the Section. Responsible to:
 - Administer the Child Care & Early Years Act (CCEY), related sections of the Ontario Works Act and related legislation and programs;
 - Ensure claims and services are processed promptly and efficiently and in accordance with appropriate legislation and corporate practice;
 - Direct the initiation and development of new methods, procedures, activities or programs with the Children Services Section and community children initiatives;
 - Negotiate with Provincial Officials, annual budget allocations, program targets and administrative conditions which relate to the operation of Programs;
 - Negotiate and prepare Purchase-of-Service Agreements and capital funding agreements for child care, child benefit initiatives and related services;
 - Administer, develop and implement policies on all aspects of the Child Care operations, including procedures and policy manual;
 - Prepare annual Children's Services budget, estimating levels of service needed, cost associated with achieving Provincial targets through consultation with the Ministry of Education;
 - Maintain liaison with Ministry of Education, Child Care administrators, community groups and other parties concerned with operational and policy issues while engaging in Community Development initiatives.
 - Represent CGS on provincial working groups; act as Lead at community planning tables and facilitate implementation of any recommendations.
4. Manage the financial, human and physical resources of the Section in alignment with CGS's vision and values, and in accordance with the annual Business Plan.
5. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
6. Perform other related duties as required.

Qualifications:

Education and Training:

- University degree in a related discipline (e.g. Social Sciences or Public or Business Administration) from a recognized University with Canadian accreditation.
- Additional education initiatives to update and expand competencies.

Experience:

- Minimum of six (6) years of senior level experience in the management of large, unionized, and highly diversified public or private sector organizations, including four (4) years managing a similar function.

Knowledge Of:

- CGS's priorities.
- Applicable legislation and related regulations.
- Current and emerging management issues within CGS as they affect the Children's Services Section.
- Best practices within areas of responsibility.
- Horizontal linkages to other relevant governmental levels and services as well as the private sector.
- The Child Care & Early Years Act.

Abilities To:

- Understand and meet the needs of customers.
- Prepare operating and capital budgets for the Section.
- Translate CGS's vision for others both within and outside the organization.
- Build the values of the organization into Sectional programs, services and policies.
- Prepare an effective Business Plan for the Section.
- Align systems to facilitate better service for citizens of CGS.
- Link programs, services and policies of the Section to broad policy objectives of the organization.
- Create enthusiasm and motivation for Employees within the Section to pursue CGS's targets.
- Create and respond appropriately to a continuous learning environment.
- Balance conflicting demands from stakeholders.
- Anticipate and manage the impact of change on the Section's activities.
- Manage the financial, human and physical resources of the Section in a collaborative manner.
- Manage conflict; mediate disputes; assist in reaching consensus.
- Respond quickly to emerging opportunities or risks.
- Share power horizontally and vertically.
- Provide a stabilizing influence within the Section.

Personal Suitability:

- Mental and physical fitness to perform essential job functions.
- Personal commitment to address demands from internal and external stakeholders.

Language:

- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.

Other Requirements:

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

Competencies: [Competency Library - Level 2 Proficiency \(Supervisory\)](#)

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$3,966.90 to \$4,669.70 bi-weekly. The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Tuesday, January 20, 2026**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf

4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](http://Applicants Living Outside of Canada (greatersudbury.ca))

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email
myJOBS@greatersudbury.ca