

Clarington

We're looking for a Supervisor, Business Planning and Projects to join Clarington's Public Services team!

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

About the Role

Vacancy Status: This posting is for a newly created position.

Reporting to the Deputy CAO, Public Services, the successful candidate provides operational leadership and direct oversight of departmental business planning, project coordination, performance reporting, compliance monitoring and administrative functions that support effective public service delivery across the Public Services Department.

Key Responsibilities

- Leading departmental business planning, including line of business planning, service level documentation, KPI development and performance reporting to support evidence-based decision-making, resource allocation and alignment with Council priorities and corporate objectives.
- Coordinating departmental and divisional work plans and projects by establishing consistent approaches to planning, tracking, issue management, status reporting and follow-up on deliverables across Public Services.
- Analyzing data, identifying operational pressures, risks and opportunities, and developing dashboards, reports, briefing materials, business cases and other decision-support tools for senior leadership and Council-related matters.
- Leading the review, development and documentation of business processes, administrative practices, operational controls and compliance tracking to improve consistency, accountability, efficiency and service delivery.

- Supporting departmental budget development, forecasting, variance monitoring, costing analysis, cost recovery opportunities and business case development, including options analysis and implementation considerations.
- Coordinating cross-divisional initiatives and providing administrative and business process support related to sponsorship, advertising and naming rights, including intake, tracking, compliance and interdivisional coordination.
- Advancing departmental climate and sustainability planning, performance tracking and reporting by coordinating measures, implementation priorities and alignment with departmental and corporate objectives.
- Preparing reports, correspondence, presentations and recommendations, and monitor emerging issues, legislation, trends and best practices relevant to municipal operations, business planning and project management.
- Providing day-to-day supervision and leadership to assigned staff, including work planning, coaching, performance management, training oversight and support for a safe, accountable and collaborative work environment.
- Performing other duties as assigned, including those specific to the department.

What you bring

- University degree in Business Administration, Public Administration, Project Management or a related field.
- A minimum of 5-7 years of progressively responsible experience, preferably in a municipal or broader public sector setting, including business planning, project coordination, performance reporting, policy development or operational analysis.
- Supervisory or project leadership experience in complex, cross-functional environments, with the ability to establish priorities, build consensus and coordinate multiple stakeholders.
- Lean Six Sigma Training - Green Belt or higher is required.
- Training or certification in project management, business planning, continuous improvement, statistics, data analytics or performance measurement.
- Demonstrated experience developing business cases, reports, service level documentation, KPI frameworks and other decision-support materials.
- Experience supporting budget development, forecasting, costing analysis, cost recovery opportunities and financial monitoring in an operational environment.
- Strong analytical, organizational, leadership and communication skills, with the ability to interpret information, identify risks and opportunities, and develop practical recommendations.
- Proficiency in Microsoft 365 and reporting, tracking and document management systems; experience with Power BI, workflow automation and dashboard development is an asset.
- Knowledge of municipal government, public service delivery, compliance processes and continuous improvement practices is an asset.

What we offer

- Salary: \$114,767 to \$139,501 - Grade 8 of the 2026 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.
- This position may be eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- Hours of work: 35 hours per week.

Additional Information

A satisfactory criminal record check and proof of qualifications will be required for the successful candidate.

Pre-employment testing may consist of written and oral assessments.

How to Apply

Applications will be accepted until **July 3, 2026, at 11:59pm**.

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.