



POSTING

Director of Corporate Services
Full-time Permanent Opportunity

Why Choose Loyalist for Your Next Great Career Opportunity? Loyalist Township has a strong team of dedicated leaders who care about the success of their staff. We are committed to developing leaders who are passionate about making a difference. We support leaders to grow their strengths in managing others. Together we will reach our collective full potential as an employer of choice.

We offer excellent pay and benefits, including a defined benefit pension plan (OMERS) and free counselling services for staff and their families. Service to our community and each other is what we do.

Loyalist is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and night life offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

What do You offer Loyalist as a Skilled Leader? You bring a positive approach to challenges and support leaders in the development and implementation of organizational strategies, technology, best practices, and processes. You are a team leader with the ability to support, coach, develop staff and positively engage and motivate colleagues in a fully participative workplace. You have experience working in a municipal environment supporting areas such as finance, information technology, Clerk's, and/or human resources administration. You passionately bring your expertise in municipal corporate services and provide a vision for the future success of the Township and our staff.

File No: 2022-38 Director of Corporate Services
Hours: 35 per week
Salary: \$115,788 - \$133,515 Annually (\$63.62 - \$73.36/hr)
Closing: April 18, 2022, 11:59 p.m.

A detailed job description is below. Please submit your cover letter and resume using the online form by selecting the apply now button:

[APPLY NOW!](#)



JOB DESCRIPTION

POSITION TITLE: DIRECTOR OF CORPORATE SERVICES

DEPARTMENT: CORPORATE SERVICES

REPORTS TO: CHIEF ADMINISTRATIVE OFFICER

CATEGORY: PERMANENT FULL-TIME

UPDATED: MARCH 2022

POSITION SUMMARY:

The Director of Corporate Services provides leadership, oversees and is responsible for the Township's portfolio of corporate services including, Finance, Human Resources, Clerk's Office, Corporate Communications, and Information Technology. The Director is a member of the Leadership team reporting to the Chief Administrative Officer. The Council appointed positions of Clerk and Treasurer report to this position.

The position also provides leadership and supports the development and implementation of organizational strategies, technology, best practices, and processes to ensure quality corporate financial reporting, information technology management, asset management, human resources, corporate communications, and strategic planning. The Director is a team leader with the ability to support, coach, develop staff and positively engage and motivate colleagues in a fully participative workplace.

MINIMUM QUALIFICATIONS:

- Post-secondary degree in business administration, commerce, public administration, human resources, social sciences, or similar/related discipline.
- Seven (7) years of related progressive management experience in a related municipal environment that includes general knowledge of all operations.
- Experience with finance, information technology and human resources administration.
- Management experience in a unionized environment and the ability to supervise, mentor and coach direct reports in keeping with sound personnel management practices, in order to build and maintain a healthy and productive work environment.
- Experience working with internal and external stakeholders in a political environment.

KNOWLEDGE, SKILLS & ABILITIES:

- Experience in municipal policy development with a good working knowledge of relevant Ontario legislation.
- Solid understanding of the Municipal Act and municipal services.
- Thorough knowledge of current issues facing local government in Ontario, and particularly as they relate to the portfolio.
- Demonstrated ability to plan strategically and act decisively to translate strategic initiatives into concrete action plans on a timely basis.
- Strong financial and business management skills and effective problem-solving skills.
- Political acuity and a highly developed sense of professionalism, tact, and diplomacy.
- Must demonstrate respect for confidential and sensitive issues.
- Strong analytical skills and demonstrated attention to detail ensuring accuracy with a large volume and diversity of work.
- Exemplary verbal, presentation and writing skills to communicate with courtesy, tact, and discretion.
- Strong customer service skills.
- Effective relationship building and strategic communications with key community stakeholders, various levels of government, non-government organizations, senior leadership, Council, and other Township departments.
- Proven project management skills.
- Knowledge of human resources management, financial management, project management and policy development.
- Demonstrated flexibility and organizational skills in dealing effectively with shifting priorities, based on urgency and importance.
- Excellent interpersonal, organizational, communication, research, and time management skills.
- Demonstrated ability to lead and engage staff in a unionized environment.
- Experience with enterprise accounting software applications as well as proficiency in the use of the MS Office Suite.

KEY RESPONSIBILITIES AND DUTIES:

- Participate as a member of the corporate senior leadership team providing input on inter-divisional/corporate planning and strategic initiatives; provides advice/opinion/counsel to CAO in corporate decision-making and on sensitive/controversial issues; leads and/or participates on corporate project teams.
- Provide leadership, coordinate, and direct departmental managers in the preparation of annual strategic priorities, work plans, major policies, and service level standards for the departments.
- Provide strategic support and day to day supervision of the Treasurer, Clerk Manager of Human Resources, Manager of Information Technology and Corporate Communications Coordinator as it relates to work planning, scheduling, work distribution, follow-up, training, coaching, and monitoring of working conditions.

- Develop, implement and is accountable for the ongoing updating of corporate policies, practices, procedures, and level of service in accordance with sound management principles and relevant legislation.
- Collaborate with the CAO and Directors to ensure consistency in the application of corporate goals and priorities while meeting specific service area goals and objectives.
- Assess departmental staffing needs, review, and recommend staffing changes and organizational structure changes, participate in recruitment processes when required, and make effective hiring/organizational decisions.
- Provide leadership and support the development, and implementation of organizational strategies, technology, best practices, and processes to ensure quality corporate reporting, the creation of efficiencies, information management, and strategic planning.
- Team leader with the ability to support, coach, develop staff and positively engage and motivate colleagues in a fully participative workplace. Direct all activities of the Corporate Services department, monitoring the administrative performance of the department against business plan and budget with initiation of corrective action as necessary.
- Oversee the departments divisions as they develop, administer, and maintain department and Township policies and procedures consistent with Corporate and Township wide divisional objectives aligning with the Township's strategic plan. This includes long-term planning and may involve identifying needs, managing, or tendering studies and developing supporting strategies to address identified needs.
- Provide guidance and support to the Finance division to work cross departmentally to develop, consolidate and monitor the annual capital and operating budgets for the municipal and service rate budgets, to develop strong financial management practices, develop and monitor the asset management and procurement.
- Provide guidance and support to Human Resources with workforce planning, compensation, labour/employee relations matters, and negotiations. Ensure health and safety compliance is achieved and maintained with focus on risk mitigation and elimination.
- Provide guidance and support to the Clerk's office with bylaw, policy, and procedural work, responding to Council Committees, Council direction and facilitating cross-departmental cooperation on the implementation and continuous improvement of municipal policies and bylaws.
- Provide guidance and support to the IT division with technology plans, identification of IT and security needs, developing policies for appropriate use of information technology resources, corporate initiatives, and IT strategies and plans to leverage technology to create efficiencies and improve services.
- Provide guidance and support to the Corporate Communications division with corporate programs, initiatives, and policies.
- Promote continuous improvement, program evaluation and cooperative service delivery across the organization.
- Provide timely and transparent reporting to Council and the public.
- Delegate appropriate responsibility for the provision of corporate services while retaining overall accountability for the delivery of those services.
- Work with division managers to prepare annual departmental operating and capital plans.
- Oversee the preparation of policy and research to facilitate municipal decision making, strategies and decision support processes.

- Provide positive and professional leadership to staff in the Corporate Services Department, ensuring that the department delivers effective support to the activities of the Township.
- Network and collaborate with colleagues through professional associations to stay abreast of new regulations, best practices, and other municipally relevant issues.
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario *Occupational Health and Safety Act*.

Note: *Above duties are representative of a typical position and are not to be construed as all-inclusive.*

WORKING RELATIONSHIPS:

Internal

Regular communication with all Corporate Services Department staff, other municipal departments, union representatives.

External

Township Council, taxpayers/ratepayers, vendors, auditors, provincial ministries, other municipalities, and agencies

WORKING CONDITIONS:

- Normal office environment working conditions apply.
- Will be required to attend meetings outside of regular office hours.
- May be seated for long periods (3-4 hours).
- The use of a personal vehicle may be required to attend off-site meetings/events.

Note: *The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.*