

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 61,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

DIRECTOR OF CORPORATE SERVICES

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| JOB ID: C22-21 | LOCATION: Remote & 30 Centre Street, Orangeville, ON |
| JOB TYPE: Permanent Full Time (Non Union) | DEADLINE TO APPLY: March 22, 2021 at 4:30 p.m. |

Reporting to the Chief Administrative Officer (CAO), the Director of Corporate Services will provide leadership, direction and management to the Corporate Services department which includes Treasury, Procurement, Information Technology (I.T.) and Clerks. The Director will act on their own authority or on the authority delegated by the CAO and is responsible for all major decisions affecting the Corporate Services department. As a member of the Senior Management Team (SMT), the Director of Corporate Services is a key contributor to corporate decision-making and provides guidance and direction in the development and implementation of strategies that support the County’s priorities.

What you’ll do

- Provide leadership and oversight of the Corporate Services functional areas, including the Clerks, Treasury, Procurement, and Information Technology departments
- Apply a collaborative and inclusive leadership style to foster an engaging and productive work environment with a strong focus on continuous improvement and accountability
- Manage the performance of direct reports by setting expectations, supporting development, and providing regular feedback
- Delegate appropriate responsibility for the provision of Corporate Services while retaining overall accountability for the delivery of those services
- Collaborate with SMT on strategic vision and mission, corporate values, strategic goals and objectives, action plans, corporate policies, and practices
- Create, modify, review, and support Corporate Services department policies and procedures and ensure alignment with the Corporation’s strategic priorities and values
- Provide oversight of the Corporate Finance function and annual budget process with the advice and support of the Manager of Corporate Finance/Treasurer
- Perform other related tasks as assigned.

What you’ll bring

- Post-secondary degree in Business Administration, Public Administration, or a related field of study
- Six (6) years progressive management experience, preferably in municipal government
- Previous experience identifying, recommending and monitoring departmental budgets
- Experience working with elected officials or boards
- Ability to build strong and enthusiastic staff teams and external alliances/partnerships
- Exceptional leadership skills with proven ability to lead, supervise and mentor a team of managers and staff while working towards a common corporate goal
- Thorough working knowledge of all applicable legislation, regulations and government processes related to a municipal environment
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills
- Thorough working knowledge of all applicable legislation, regulations and government processes related to a municipal environment

What we can offer YOU!

- A competitive yearly salary ranging between \$128,164 - \$149,932
- Comprehensive health benefits and enrollment in a defined benefit pension plan

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- Access to an Employee and Family Assistance Program
- A supportive and collaborative work environment

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an equal opportunity employer, we seek to attract, develop, and retain highly talented employees with diverse identities and backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We are committed to creating a workplace that is inclusive for all.

All applicants are thanked for their interest, but only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

