



The Essex Region Conservation Authority is seeking a
**Chief Administrative Officer/
Secretary-Treasurer**

Windsor and Essex County is a vibrant community located in South-Western Ontario. Offering a rich urban community with world class entertainment, art and culture located minutes from an international border with the United States (Detroit, MI) and easy access to rural areas with historical sites, wineries, golf-courses, parklands and extensive trail systems for the outdoor enthusiast

The Chief Administrative Officer/Secretary Treasurer (CAO) of the Essex Region Conservation Authority (ERCA) acts as a delegate and key resource to the Board of Directors and provides leadership to multi-disciplinary teams on all matters regarding policy, strategy and operations, to execute the Authority's mandate and direction of the Board. The position also acts as an Officer and Executive Director to the Essex Region Conservation Foundation.

The CAO is responsible to the Board of Directors, for the overall performance, legislative compliance, corporate sustainability and attainment of both short and long-term goals of the Authority. This includes: leading and motivating a dedicated, professional, and high-functioning workforce; managing and directing change; creating and executing strategic vision and plans; ensuring financial effectiveness and stability; and liaising with a wide range of key stakeholders with an intent to promote a greater understanding of, and support of the Authority's mandate and programs.

DUTIES AND RESPONSIBILITIES

Board of Directors Delegate/Secretary-Treasurer

- Develops strategic and sustainability plans for the Authority and works collaboratively with the Board of Directors and key stakeholders to gain acceptance and approval of a shared vision and mission for the execution of the Authority's provincially-mandated and discretionary programs. Upholds conveyance of and messaging of the Authority's strategic plan and watershed management role in the region.
- Actively seeks opportunities for collaborative and fee-for-service projects and programs, including regional initiatives, and promotes the Authority as a credible and competent lead agency. Develops, negotiates and enters into contracts and MOUs with external agencies and member municipalities, to carry out the goals of the organization in accordance with approved Policy and Authority direction.
- Continuously monitors and assesses a broad array of issues as potentially germane to the operating environment of the Authority, its legislated and reporting obligations, and key stakeholder concerns as related to the Authority's operations or mandate. Develops draft agendas for the scheduled meetings of the Authority, based on the assessment.

- Finalizes agendas for meetings of the Authority Board of Directors and various committees, in conjunction with the Chair and assigns reports as appropriate. Acts as a liaison between Board members and the senior management team and attends all Board meetings.
- Responsible for the quality and professionalism of reports, recommendations, and guidance, to the Board of Directors, to ensure that Board decisions and Resolutions are compliant with legislation and ensures the discharge of statutory and fiduciary duties under various Acts and Regulations. Responsible for quality assurance of all submitted reports authored by other Authority staff.
- Ensures that draft and final policies, procedures and guidelines meet legislative requirements and/or reflect best practice or standard business procedures and are comprehensive in nature. Complies with the policy regarding *Policy Approvals* and disseminates and implements policies as appropriate.
- Fulfills the duties of the Secretary-Treasurer in accordance with the Conservation Authorities Act R.S.O. 1990 c. C.27, notably distributing minutes of meetings to member municipalities and providing Notices of Apportionment to municipal clerks, and is a Signing Officer for the Authority. Fulfills the role of Freedom of Information and Privacy Coordinator for purposes of *MFIPPA* and all other roles and duties as described in Administrative By-Law A-1.
- Represents the Authority at Conservation Ontario Council, Committee and Task Force meetings; and other functions to which it is invited, and acts as a public spokesperson for the Essex Region Conservation Authority.

Corporate Leadership & Accountability

- Accountable for the leadership of a management team that oversees the provision of: engineering, planning and development services, conservation lands management, watershed research/studies, public education and recognized corporate support and compliance functions.
- Develops and maintains succession plans for key positions and actively monitors organizational structure and staffing competencies to respond to emerging trends and business issues.
- Works collaboratively with the Chief Financial Officer in the development of annual operating plans and budgets and in the implementation of approved budgets and long range financial plans as well as ensuring efficient and effective utilization of public funds.
- Works collaboratively with the Chief Financial Officer in maintaining modern, secure and adequate computer systems, including corporate databases, records and financial systems, in order to produce accurate and timely reports for reliance on by key stakeholders including board members and regulatory bodies.
- Ensures that ERCA supports a Health & Safety conscious work environment through compliance with the OH&S Act and Regulations for Board Members, staff, volunteers and visitors to ERCA. Represents the workplace senior management position for purposes of the OH&S Act.

- Demonstrates commitment and understanding of human rights, equity, diversity and inclusion and creates an organizational culture of collaboration, communication, accountability and transparency.
- Approves all recruitment, offers of employment, performance management plans and termination of ERCA staff in accordance with the Authority's Policies and Procedures or as delegated by the Board.

Essex Region Conservation Foundation

- The CAO (General Manager/Secretary Treasurer of the Authority) shall be the Executive Director of the Foundation and responsible for the implementation of policies, programs, and projects of the Foundation and shall oversee the management of the affairs of the Foundation at the director of the Foundation's Board of Directors.

Performs other related duties and responsibilities as assigned or required.

QUALIFICATIONS

Education

- Degree from a recognized University in one of: Urban Studies/Planning; Public Policy; Civil or Environmental Engineering; Environmental Studies; Resource Management, or a closely related discipline; combined with a Master's degree in Business or Public Administration, or an equivalent combination of education and experience, deemed acceptable to the employer.

Experience

- The ideal candidate for this executive leadership opportunity brings significant exposure to many of the functions within the portfolio, and a particular appreciation to the delivery of legislated and delegated public-sector services in a dynamic and complex environment.
- Ideally, has a minimum 10 years of experience in a senior-level leadership and management capacity, including 7 years of progressive experience within a regulatory, environmental or public sector agency, and 5 years of experience working directly with boards, councils and/or shareholders, at a Director level or higher.
- Ideally, has a working knowledge and understanding of relevant legislation, including the Conservation Authorities Act or has exposure to other industries and sectors with regulatory and compliance functions.
- Has an established record of accomplishment in a large, multi-dimensional organization, and has shown the ability to work collegially with a wide variety of stakeholders and community members while conveying credibility, competency and working knowledge of multiple disciplines.
- Has an established record of developing and presenting detailed and comprehensive reports, with appropriate and fact-based content, customized and tailored for varied and diverse audiences.

- Is competent in navigating and assimilating financial information and demonstrated ability to comprehend drivers of financial condition and sustainability. Knowledge of municipal finance is an asset.
- May delegate certain duties to the Chief Financial Officer, with written approval of the Board and in accordance with the Administrative By-Law.

Additional Qualifications

- Ability to convey and communicate a commitment to championing the protection of the environment and the stewardship of natural resources to key stakeholders.
- Ability to resolve conflicts (internal and external), and negotiate mutually agreeable solutions between parties. Previous management experience of a unionized workforce is essential.
- Excellent analytical, organizational and time management skills, with the ability to prioritize workloads and meet deadlines.
- Ability to maintain a high degree of confidentiality and ability to exercise sound judgement and prudence in challenging situations.
- Proficient computer knowledge including use of Microsoft Office.

License/Certification:

- Valid Ontario "G" class Drivers License
- Police Record check

WORKING CONDITIONS

- Typically M-F 8:30am to 4:00 pm. This position will be required to work additional hours and adjust working schedule to meet business needs of the Authority.
- Environmental conditions: Work is primarily performed within a standard office environment, and regularly requires periods of visual and mental concentration of 2 to 4 hours duration, prolonged sitting (and associated physical strain), and accuracy and attention to detail. Occasional travel within Essex County for meetings and site visits and within Ontario (~2-6 times per year) to attend other meetings.

To Apply:

To express interest in this opportunity, please submit application and related materials (confidentially) online at careers@erca.org.

Closing date: 4:00 p.m., December 4, 2020

Compensation: \$141,833 per annum with scheduled increases (2019 rates under review) plus a comprehensive benefits package.

Should you have any further inquiries, please write or phone Nicole Kupnicki, HR Manager:

Email: nkupnicki@erca.org

Phone: 519-562-9088

- ERCA is an equal opportunity employer.
- We thank all applicants in advance, however, only those selected for an interview will be contacted.
- Personal information is collected in accordance with the Municipal Freedom of Information & Protection of Privacy Act and will be used for the purpose of this employment opportunity only.
- 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 disability-related accommodation throughout the hiring process, please contact Nicole Kupnicki, HR Manager at 519-562-9088 to make your needs known in advance.