

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 DEVELOPMENT & TOURISM

<b>JOB ID:</b> C23-21	<b>LOCATION:</b> Remote, <a href="#">Museum of Dufferin</a> & <a href="#">Edelbrock Centre</a>
<b>JOB TYPE:</b> Permanent Full Time (Non Union)	<b>DEADLINE TO APPLY:</b> March 22, 2021 at 4:30 p.m.

Reporting to the Chief Administrative Officer (CAO), the Director of Development and Tourism will provide leadership, direction and management to the Development and Tourism department which includes Planning, Economic Development, Tourism (including the Museum of Dufferin) and Building Services. 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 Development and Tourism department. As a member of the Senior Management Team (SMT), the Director of Development and Tourism 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 Development and Tourism functional areas, including the Planning, Economic Development, Tourism (including the Museum of Dufferin) and Building Services divisions
- 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 departmental services while retaining overall accountability for the delivery of those services
- Create, modify, review and support Development and Tourism department policies and procedures and ensure alignment with the Corporation's strategic priorities and values
- Liaise on behalf of the County with planning and other consultants, developers, contractors and government departments and agencies
- Responsible for the Development and Tourism budget ensuring alignment with the Corporation's overall strategic priorities
- Perform other related tasks as assigned.

### What you'll bring

- Post-secondary degree in Planning, Economic Development, Tourism, or a related field
- Six (6) years progressive management experience in planning, economic development, tourism or a related field of work
- Previous experience identifying, recommending and monitoring departmental budgets
- Knowledge of the Planning Act and approvals process in Ontario
- Assets for the position include knowledge of cultural services or museum/heritage services, government processes related to a municipal environment, the Building Code Act and building services, and/or progressive management experience in municipal government
- Exceptional leadership skills with proven ability to lead, supervise and mentor a team of managers and staff while working towards a common corporate goal
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills

### 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
- 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](mailto: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.

