

**Manager, Executive Operations and Strategic Initiatives**

<b>Job Title</b>	Manager, Executive Operations and Strategic Initiatives
<b>Employer</b>	City of Markham
<b>Location</b>	Markham, ON, CA
<b>Salary Range</b>	CAD \$110,058 to \$152,763 Annually
<b>Worker Category</b>	Regular Full Time

The City of Markham, an award-winning municipality with more than 353,000 residents, is Canada's high-tech capital and most diverse community, enjoying a rich heritage, outstanding community planning and services, and a vibrant local economy. Committed to being a model of public service excellence, with a workforce that is representative of the population we serve, we are looking for people who share our values and are champions of innovative practices. Diversity is one of Markham's strategic priorities, and we strive to develop and maintain an environment that is inclusive and creates a sense of belonging for all.

For more information on this role and to apply online, please visit our website at [www.markham.ca/careers](http://www.markham.ca/careers) by **Wednesday, July 21, 2021**.

**Join us and make a lasting difference!**

### **Overview of Position**

Reporting to the Chief Administrative Officer and a lead support to the City's Executive Leadership Team, you are highly effective at rolling up your sleeves and driving outcomes at both the operational and strategic level. Leveraging strong political acumen, communication, influencing, organizational awareness and decision making skills, you excel at issues management, stakeholder and inter-governmental relations and the nurturing of strategic partnerships. You are relied upon to drive and monitor the City's strategic business planning process, monitor emerging trends and provide advice about opportunities and issues, lead a broad range of internal and external facing strategic and sensitive initiatives, and clearly report out progress in a meaningful and clear way to a broad range of stakeholders. On behalf of the CAO and the Executive Leadership Team, you develop regular and strategic communications that are customized to the needs of specific audiences. You build and maintain productive relationships and channels of dialogue to further the objectives of the City with staff, senior staff, members of Council, varying levels of government, and a wide range of external stakeholders.

**Skills, Experience and Expertise:**

- Post secondary education that supports broad and strategic thinking, business planning and tracking, communications, issues resolution, relationship building, stakeholder management, government relations
- Progressively responsible experience in the public sector
- **Executive operations-** Provide strategic and operational support to ensure the objectives of the Office of the CAO are realized and that the overall administration of the Office is efficient and effective. Play a key role in driving effective Executive Leadership Team agendas, processes, outcomes and tracking mechanisms. Monitor internal and external environment to identify issues of interest and concern, develop briefing materials with advice and guidance, and convene and chair meetings and teams as needed
- **Issues management-** Demonstrated ability to quickly and effectively anticipate, address and manage a wide range and volume of issues working with staff, elected officials, community members, different levels of government
- **Government relations-** Demonstrated ability to lead inter-governmental relations for the City including the ability to liaise with, influence, and maintain effective relationships with all levels of government to advocate for and represent City interests and priorities. Strong ability to navigate government protocols, to understand contemporary issues facing local governments, and to leverage strategic grant opportunities
- **Communications-** Strong ability to develop effective and clear communications on behalf of the CAO's Office and Executive Leadership Team on routine and complex issues in a simple, impactful manner, customized to the needs of the audience. Develop and deliver corporate, executive and Council reports and presentations
- **Community/stakeholder/partnership relationship building and management-** Demonstrated skill in building productive relationships with key internal and external stakeholders using a high degree of influencing, organizational awareness and political acumen skills
- **Business planning-** Demonstrated skill and political acumen in driving, monitoring, tracking, adjusting and communicating the City's strategic business plan as well as the ability to develop effective and clear progress reporting approaches and key performance measures
- **Project management-** Demonstrated ability to effectively manage and lead projects on time, on budget and with quality deliverables using impactful communications, change management and project management skills
- High energy level, resilience in the face of adversity and change, willingness to roll up sleeves, strong problem solving, and highly effective at both the operational and strategic level

The City of Markham is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. The identification of your lived experience as a member of Black, Indigenous, person of color or other communities is welcomed in your application. Please let us know if you need an accommodation and we will work with you to ensure a barrier free hiring process.