

**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
JOB OPPORTUNITY
DIRECTOR OF CORPORATE & LEGISLATIVE SERVICES
FILE NUMBER: 2021-87**

Are you an experienced leader who excels at strategic planning and managing risk? Do you enjoy working collaboratively and bring a customer service focus? The County is looking to fill the new position of **Director of Corporate & Legislative Services**.

Reporting to the Chief Administrative Officer (CAO), the Director of Corporate and Legislative Services is responsible for a varied portfolio of corporate services providing oversight of the Clerk's Office, Human Resources & Organizational Development Office, and Bylaw Enforcement Services. The Director also champions the risk management, insurance, and asset management initiatives within of the County.

The ideal candidate will possess the following qualifications:

- Post-secondary degree in Public Administration, Business Administration or related discipline or suitable combination of education and experience.
- A minimum of five (5) years senior management experience within municipal government.
- Experience working with asset management and/or risk management preferred.
- Thorough knowledge of legislation and policies that affect local government, including familiarity with municipal legislation, Council processes and procedural impacts
- Demonstrated leadership and relationship building skills to support internal and external collaboration, and the ability to lead a team in a unionized environment.
- Strong service delivery orientation, with effective conflict-resolution skills to support staff dealing with enforcement or customer service functions.
- Knowledge of project management, contract and budget administration.
- Strong written and oral communication skills, interpersonal and leadership skills, and public relations skills for writing, evaluating and presenting technical reports, business cases and Council reports.
- Excellent analytical, organization, problem solving and decision-making skills to effectively handle a variety of competing tasks and priorities within a supportive and respectful work environment.
- Proficient use of computers and other related office equipment, including strong spreadsheet applications & financial software
- Political acuity and the ability to exercise tact, diplomacy and good judgment at all times.

The current annual salary range for this position is \$128,000 to \$179,231 as per the Non-Union By-Law. Compensation also includes a competitive benefit package and membership in OMERS. Please submit your application prior to **4:00pm on September 24, 2021** to careers@pecounty.on.ca.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.