



## **CORPORATION TOWN OF MATTAWA**

### **EXTERNAL JOB POSTING**

#### **PERMANENT FULL-TIME DIRECTOR OF COMMUNITY SERVICES**

The Town of Mattawa, an equal opportunity employer, is seeking a candidate for the Director of Community Services position.

#### **Description:**

The Director of Community Services will manage and provide leadership for the development, operation and maintenance of the Town's properties, facilities, all public works, recreation, cultural and economic development programs in order to respond to the needs of the Mattawa community and the direction of Council.

Reporting to the Chief Administrative Officer (CAO), the Director of Community Services is a contributing member of the Town's executive team to help coordinate the Town's fiscal, human and physical resources for the most effective delivery of the Town's municipal services.

#### **Key Accountabilities:**

- Provides input on departmental, corporate planning and strategic initiatives.
- Works with the CAO in corporate decision-making, the preparation of the Town's budget and on operational issues.
- Reports to Council and attends meetings as required.
- Participates on corporate project teams such as the Emergency Operations Control Group and the Bargaining Unit negotiations.
- Liaises with regulatory agencies to interpret documents, identify specifications and resolve related issues.
- Undertakes surveys and research to determine community needs for leisure services and to evaluate the Town's existing services on a regular basis.
- Directs and oversees supervisors.
- Effectively hires, trains, assigns, evaluates and disciplines their staff with adherence to the Town's administrative requirements.
- Schedules, monitors and reports on ongoing activities such as: vehicle maintenance, staff training, inspections of the Town's physical assets, corporate work plans, budget expenditures, etc.
- Applies for and administers pertinent grant programs including economic development projects.
- Oversees the management of waste disposal and landfill operations.
- Reports as required on financial expenditures.
- Manages contracts with service providers and suppliers.
- Oversees the Town's health and safety program.
- Investigates complaints from staff and citizens as required.

**Qualifications:**

- Excellent interpersonal, communication and strong writing skills with the ability to exercise tact, diplomacy and good judgment at all times.
- Five years of management experience in a related, unionized field.
- Post-secondary education.
- Strong organizational and time management skills with the ability to multi-task and manage competing priorities and self-directed tasks.
- Demonstrable trouble-shooting and decision-making skills.
- Proficient in Microsoft Office, web applications, digital communications and other related software.
- Knowledge of the Occupational Health & Safety Act.
- Valid Class “G” driver’s license and clean Driver Abstract.

The Town of Mattawa recognizes that every applicant has a right to equal treatment with respect to recruitment and employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

The Town of Mattawa is committed to maintaining accessible hiring and recruitment practices including providing reasonable accommodations in all parts of the hiring process for persons identifying as having a disability.

If you are a seasoned Director of Community Services ready to drive positive change in a dynamic municipal environment, we invite you to apply. Help shape the future of Mattawa and contribute to a community that values innovation, collaboration, and progress.

**Hours of work:** 8:00 a.m. to 5:00 p.m. Monday to Friday (40 hours/week)

**Environment:** Non-Union Permanent Full-Time

This is an “in office” position, with occasional requirements to work in various departments located in different locations across the organization.

The 2024 annual salary range for this non-union position is \$75,000 - \$85,000. We offer an employer paid comprehensive Health and Dental benefit package, as well as an Employee Assistance Program. The Town of Mattawa is an Ontario Municipal Employees Retirement System (OMERS) Employer. For more information on the benefits of a defined benefit pension plan please visit <https://www.omers.com/>

Qualified individuals interested in being considered for this position are requested to submit a resume and covering letter **in one PDF document via email to: [cao@mattawa.ca](mailto:cao@mattawa.ca)**

**This posting will close at 5:00pm of March 15, 2024.**

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. Accommodation will be provided in all parts of the hiring process as required under the Town’s Accessibility Policy. We encourage applicants to make their needs known to CAO in advance.