

EXTERNAL JOB OPPORTUNITY

CORPORATE LEADER/COMMISSIONER – COMMUNITY SERVICES

JOB POSTING #: 2021-0208

POSTING PERIOD: Friday, July 9, 2021 at 8:30 a.m. to Friday, July 23, 2021 at 4:30 p.m.

DEPARTMENT:	Parks, Recreation & Culture, Communications & Customer Services and Windsor Public Library	UNION:	Non-Union
LOCATION:	Various	JOB CODE:	NU0606
POSITION STATUS:	Regular Full-time	GRADE/CLASS:	CLT
# OF POSITIONS:	1	RATE OF PAY:	\$171,039.70 to \$207, 900.35 Annually

DUTIES:

Reporting to the Chief Administrative Officer (CAO) and as part of the senior management team of the municipality (Corporate Leadership Team), this position will be responsible for the effective and efficient operation of the **Office of Community Services** including the administration, coordination and management of this service area in a manner consistent with the strategic direction of Windsor City Council, ensuring the highest quality of service possible to the residents of the City of Windsor.

A creative and innovative leader, the Commissioner, Community Services will be responsible to oversee all human, financial and material resources in the portfolio and will ensure through Department Heads, the proper design, planning, programming, budgeting, organizing and municipal operations for: the Municipal Parks System comprised of in excess of 200 Parks, several natural areas, countless gardens and trails; the delivery of accessible Recreation & Culture services, programs and special events as well as planning and operation of recreation facilities and assets; the Corporate communications and customer service strategy, its delivery and development of stakeholder and community relations including the management of the 311 Call Centre and the overall strategic direction and delivery of Public library services to the community, as mandated under the Public Libraries Act. The position will ensure that its departments' work cooperatively together and with other municipal departments, Agencies, Boards and Commissions, to drive synergies aimed at improving the efficiency and effectiveness of its services and municipal services in general.

As a member of the Corporate Leadership Team, the position assists the CAO relative to implementing the Corporation's strategic direction as approved by City Council and must embody the highest-level ethics and values, continually working to gain and reinforce the public's trust, while shaping joint initiatives, partnerships and policies to serve the citizens and other stakeholders of the City. Responsible for research, assessment of processes and structures, management of change and coordination of strategically significant initiatives and improvement processes to advance the Corporation's effectiveness in the delivery of quality services. Will develop, implement and administer policies and procedures to augment corporate and departmental objectives.

Responsible to foster positive relationships for the successful negotiation of agreements respecting various undertakings on behalf of the municipality with external parties including other levels of government, developers, private/public sector partners, labour unions, community agencies and other outside organizations. Will participate and lead in presentations and public discussions, as well as perform media interviews. Will demonstrate superior political acuity when dealing with City Council, Provincial and Federal officials.

Will provide input as part of the Corporate Leadership Team on issues impacting other municipal services. Will be prepared to participate and represent the City at Council meetings, Standing Committees, public meetings as well as other meetings, including various provincial and agency committees.

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Will have a working knowledge of the existing legislative framework related to municipal operations and demonstrate an awareness of evolving trends and initiatives which may impact future legislation as it relates to municipal programs and services.

Ensure staff familiarization with provincial safety legislation and corporate policies and procedures. Will be required to complete and remain current with the requirements of the Corporation's Management Certificate program. Will perform occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a University Degree in an applicable field of study or Ontario Ministry of Education equivalency and over ten (10) years of executive level senior management experience in municipal government, business and/or operations management or other similar related field;
- Must have progressively responsible management experience. Experience in community development and government program delivery and implementation would be considered a definite asset;
- Must have comprehensive knowledge of appropriate legislation, bylaws, policies and procedures;
- Must have a proven record of policy and program development within a diversified portfolio;
- Must have highly developed human relations and communications skills with the ability to effectively deal with staff, bargaining unit executives, civic groups, committees, government agencies, elected officials and the general public;
- Must have well-developed analytical capabilities with the capacity to plan and implement complex administrative and operating programs;
- Must have consultation, budgeting, internal financial control, risk management, coaching, negotiation, problem solving, leadership, time management, report writing, public speaking and consensus decision making experience in managing through a complex and varied organization;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's license is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge associated with the workplace;
- Will be required to complete and remain current as per the requirements of the Corporation's Management Certificate Program;
- The physical demands analysis associated with this job indicates a sedentary level of work.

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HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact recruitment@citywindsor.ca or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.
To apply for this position, click [APPLY NOW](#)

NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.