

JOB TITLE: GENERAL MANAGER – CORPORATE SERVICES

Division: Corporate Services
Department: N/A
Reports To: Chief Administrative Officer
Job Status: Non-Union, Full-Time
Job Rating: Level 6 (2012: \$76,084 - \$89,510)

Job Summary:

Responsible for the overall management of the Corporate Services Division, including the Clerk's Office, Human Resources Department, and Finance Department, as well as some operational responsibilities (e.g.: capital forecasting, internal controls, budget development, etc). Provide strategic and operational leadership on a broad range of financial issues in support of the policies and programs of the municipality. Work closely with other General Managers in an advisory capacity, helping them to meet their financial goals. Ensure that appropriate financial control policies and procedures are in place to protect the Township's assets and promote operational efficiencies.

Major Duties:

- Develops and oversees the implementation of a business plan for the Division with appropriate strategies objectives, tactics, performance measures and work plans
- Member of the Senior Management Team and performs the statutory duties of Treasurer as established by Provincial legislation and Council by-laws
- Provides supervision to Division Managers and leadership to the Division generally
- Develops, reviews and changes as necessary policies, procedures and programs for the Division
- Responsible for the human resource management of the Division, including: hiring, training, motivating and evaluating Division staff; implementing discipline and termination procedures
- Work with the appointed Auditor for the annual audit, review the annual audit and ensure that any adverse audit findings are addressed promptly
- Maintain asset inventory in compliance with PSAB
- With proper monitoring and evaluation, ensures the Division is efficiently and effectively operated and is a leader in the implementation of best practices and assists other GMs in attaining the efficient and effective operation of their Divisions
- Responsible for the effective planning, administration, maintenance and operation of the municipality's finances
- Has operational responsibilities for capital forecasting, internal controls and operational guidance in all aspects of the financial operations of the Township
- Works with the CAO in developing a draft budget for Council's consideration
- Is responsible for the annual financial and performance measurement reporting to the Province
- Is responsible for managing the information management system and technologies for the municipality
- Oversees all revenue collection, including local improvement charges, municipal drain charges, utility charges, development deposits, taxes, etc.
- Oversee the management of the Township Clerk and Clerk's Office
- Oversee human resources and payroll functions, including benefit administration

- Acts for the CAO during his/her absence or at the call of the CAO
- Other duties as assigned

Preferred Qualifications:

The incumbent shall possess the following training and educational qualifications:

- University degree; financial designation (C.A., C.M.A. or C.G.A.) or advanced degree in a related field (M.B.A.) would be an asset

The incumbent shall possess the following experience:

- Five years of experience in financial administration including three years experience as a treasurer or deputy-treasurer with a municipality or three years senior management experience in a complex and progressive private sector employer

The incumbent shall demonstrate expertise and competence in the following areas:

- Excellent oral and written communication skills including superior report writing, presentation skills, and interpersonal skills
- Intermediate skills in word processing

Employment Requirements:

Overtime work, including on weekends.

NOTE: This job description is intended to relay information that describes the general responsibilities, tasks, and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual.

<p>Date Created: 28 Sep 2011 Supersedes: All previous job descriptions Created by: CAO</p>
