EMPLEYMENT OPPORTUNITY
DIRECTOR OF COMMUNITY SERVICES

The Township of North Dumfries is seeking applications for the position of Director of Community Services.

Reporting to the Chief Administrative Officer, the Director of Community Services will be responsible for the leadership and management of the Community Services Department, which includes the linear infrastructure associated with roads, bridges, sidewalks, streetlight and stormwater management infrastructure network, as well as recreation & leisure activities, facilities operation, community centres, sports fields, parks and open space net work, and, special events. The incumbent will be responsible for ensuring all legislative requirements are met, the principles of sound financial management is applied, apply responsible and proactive operation practices, and ensure forward thinking/ strategic business planning is incorporated into the activities (operations and capital planning / delivery) of the Department.

The Director of Community Services is a member of the Township’s Senior Management Team and as such will be involved in setting Corporate priorities and objectives to better position the Corporation to deal with emerging issues and trends.

The ideal candidate will possess the following qualifications:

- Professional Civil Engineer licensed by the Professional Engineers of Ontario or a Certified Engineering Technologist in the civil engineering field as designated by the Ontario Association of Certified Engineering Technicians and Technologists or a University degree in Recreation or related discipline.
- Significant and demonstrated experience in a senior officer capacity with a minimum of 7 to 10 years of senior management experience (preferably in a Municipal environment) involved with the linear infrastructure network and/or involved with parks, recreation & leisure programming, and facilities. Relevant work experience and supervision within in a Union environment is an asset. Thorough working knowledge of the Municipal Act, Development Charges Act, Occupational Health & Safety Act, Highway Traffic Act, Environmental Protection Act, Environmental Assessment Act, Ontario Minimum Maintenance Standards, Accessibility for Ontarians with Disabilities Act and other related legislation or regulations.
- Excellent interpersonal, organizational and communication skills as interaction is with a variety of individuals both inside and outside of the Corporation.
- Knowledge of roads, bridges and stormwater systems, recreation and leisure programming trends and opportunities, application of legislative and regulatory standards, and, community development techniques.
- Strong organizational skills to prioritize workload and perform tasks without direct supervision.
- Ability to handle matters of a confidential or politically sensitive nature, and, to maintain confidentiality.
- Sound judgement and excellent analytical and decision-making skills.
- Experience in preparing/ analyzing, administering capital and operating budgets.
A copy of the Job Description is available for viewing / downloading from the Township's website [www.northdumfries.ca]

This is an excellent opportunity for a professional with a demonstrated record of accomplishment to leave your mark on a growing Municipal enterprise. The Township offers a competitive salary range of $50.28 to $62.85 per hour plus benefits. Wages will be determined through the experience and qualifications of the selected candidates.

Submit resumes with cover letter before **12 Noon – Thursday August 6, 2020:**

Shelley Stedall, Treasurer/ Director of Corporate Services  
Township of North Dumfries  
2958 Greenfield Road    P.O. Box 1060  
Ayr, Ontario    NOB 1EO  
stedall@northdumfries.ca

If you need an accessible format, please email ddonald@northdumfries.ca or call (519) 632-8800. The Township of North Dumfries is committed to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of candidates will be addressed confidentially.

We thank all candidates for their interest, however, only those applicants selected for an interview will be contacted. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for candidate selection.