



LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 0N1

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: www.ltc.on.ca ■ Email: information@ltc.on.ca

Registered Charitable Organization No. 107646598RR0001

Manager, Corporate Services

Job Description

Permanent, full-time position

GENERAL DESCRIPTION:

The Manager, Corporate Services is a member of the management team, reporting directly to the CAO. Responsibilities include providing financial and human resources services, overseeing information management, administrative customer service, communications, and performing administrative duties to facilitate Board of Directors meetings.

KEY DUTIES:

1. Provide high-quality service to meet LTC, municipal, partner and public expectations.
2. Participate as a member of the LTC management team, and take the lead in the absence of the CAO.
3. Ensure cooperation and teamwork of Corporate Services staff within the program and with all LTC staff.
4. Be responsible for the financial management of LTC and all accounting procedures. This includes, but is not limited to:
 - a. Preparing LTC's Annual Budget, under the direction of the CAO;
 - b. Levying all municipalities, under the direction of the CAO, in accordance with the Conservation Authorities Act and the levy adopted by LTC Board of Directors;
 - c. Carrying out the banking business of LTC;
 - d. Ensuring expenditures are within the approved budget and purchasing practices adhere with LTC's purchasing policy;
 - e. Coordinating the preparation and submission of all financial reports required by the Board of Directors, the Authority, Ministry of Natural Resources and Forestry, or other agencies/organizations/partnerships;
 - f. Coordinating preparation of LTC's annual financial statements with Authority's auditor; and
 - g. Monitoring and reviewing federal/provincial policies pertaining to LTC's finances, and ensuring that LTC procedures conform, as applicable.
5. Act as signing officer for the Authority, as approved by the Board of Directors. This involves authorizing purchase orders, banking procedures, pay cheques, payments for approved payables. In the absences of the CAO, signing authority would extend to those matters being within the normal purview of the CAO.

6. Provide administrative services for the Board of Directors, including preparing agendas, in consultation with the CAO, notifying members of meetings, attending meetings, recording minutes, and ensuring that agenda packages and minutes are circulated and posted.
7. Be familiar with legislation affecting human resources and records information management (e.g., health and safety, employment standards, freedom of information and right to privacy, accessibility, etc.) and provide advice to the CAO, as required.
8. Assist the CAO to develop, implement, evaluate and update LTC's administrative policies, procedures, and administrative processes (e.g., personnel policies, administrative policies, capital and natural asset management, freedom of information policies, accessibility policies, etc.).
9. Oversee and maintain employee personnel records, including records of employee hours worked, sick leave, vacation, overtime, and salary/wages.
10. Administer employee pension and benefit plan including group insurance, OMERS, sick leave, vacation pay, EHT, WSIB.
11. Ensure that an employee orientation program is in place to assist program managers/supervisors with training new staff on Authority policy and procedures, and organize training sessions for all staff and address questions that may arise.
12. Maintain the official records of LTC and ensure appropriate office administrative systems are in place, including filing systems, record retention schedules, computer systems, communication systems and storage facilities.
13. In consultation with the CAO, be responsible for establishing, monitoring and reviewing LTC's insurance needs, including but not limited to automobile, property, liability, special events, and error/omissions, and advise the insurance provider of potential legal matters.
14. Consult with the Conservation Lands Supervisor for the appropriate maintenance of LTC's administration building, and undertake minor maintenance as required.
15. Be responsible for ensuring security of the LTC administration building and perform security checks, as required.
16. Represent LTC on external committees and attend workshops, as requested/approved by the CAO, and liaise with others, as required, to enhance LTC Corporate Services and explore partnership opportunities.
17. Manage recruitment program and procedures for LTC.
18. Supervise and evaluate performance of Corporate Services staff.

19. Adhere with all LTC policies and procedures, and ensure that direct reporting staff adhere with LTC policies.
20. Prepare staff reports for the Board of Directors as required.
21. Undertake other related duties as required, and as assigned by the CAO.

QUALIFICATIONS:

- Successful completion of a post-secondary program in business administration, accounting, human resources, environmental science, or related discipline with advanced formalized training and experience related to job tasks.
- A minimum of 5 years of work experience related to the key duties, including at least two years extensive use of Sage 50 or comparable financial software.
- Must possess excellent project management, strategic planning, problem solving, decision-making and leadership skills.
- Comprehensive experience with the management of human resource policies and personnel files.
- Proven ability to establish and maintain effective working relationships within and external to the organization, including maintaining good working relationships with members of the public, Board members, municipal representatives and provincial government representatives.
- Ability to delegate, provide supervision and leadership to a multi-disciplinary team.
- Excellent communication, presentation, conflict resolution, negotiation, and team-building skills.
- Comprehensive experience with insurance claims, document and contract management, Information Technology.
- Respectful of diverse opinions and perspectives; willing to share information with others and solicit input.
- Working knowledge of the various Acts that affect the corporate services of the workplace.
- Computer literacy and proficiency using Microsoft Office Suite, financial software, and comfortable with the use and implementation of new software.
- Valid Class "G" driver's license within the Province of Ontario in good standing required.
- Ability to work outside regular business hours, as required.
- Satisfactory police check and driver abstract.

CONDITIONS OF EMPLOYMENT:

- 40 hours/week ▪ Annual Salary Range \$91,671 - \$106,271

COME WORK WITH US!

- *We offer competitive wages, a comprehensive employee benefits program and are members of the Ontario Municipal Employees Retirement System (OMERS) pension fund.*
- *Flexible work arrangement is available for most positions.*
- *You will work with staff that are creative, talented and solutions-focused.*

- *We value the professional development and wellness of our employees.*
- *You'll have free access to most of the province's conservation areas.*

HOW TO APPLY:

Email your cover letter (please specify where you learned of the job opportunity) clearly marked "Manager, Corporate Services", along with your resume by Tuesday, April 30, 2024 at 4pm to:

Email: information@LTC.on.ca

Attention: Rhonda Bateman, Chief Administrative Officer

We thank all applicants for their interest; however, only candidates under consideration will be contacted.

Lower Trent Conservation is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*. Lower Trent Conservation will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.

Personal information provided is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*.