

## JOB DESCRIPTION

**TITLE:** General Manager

**REPORTS TO:** Chair, Board of Directors

**SUMMARY:** The General Manager is the Chief Administrative Officer of the Authority, ultimately accountable for delivery of the Authority's vision and mission. A strategic thinker, the General Manager works closely with the Board, staff and other stakeholders to conserve, enhance and develop the natural resources within the Authority's jurisdiction. The incumbent is an evidence-based decision-maker who quickly grasps, communicates, and acts on environmental trends. Key accountabilities include the effective management of financial and human resources as well as statutory responsibilities described in the Conservation Authorities Act of Ontario.

## MAIN RESPONSIBILITIES

### Leadership

- Lead the development and implementation of the Authority's strategic plan.
- Lead the development and implementation of programs and policies that reflect the Authority's regulatory responsibilities.
- Encourage broad community support for Authority's goals and objectives.
- Ensure the development and implementation of management systems and practices that meet legislative and regulatory requirements, and that measure the effectiveness of the Authority.
- Lead the senior management team.
- Act in an official capacity on behalf of the Authority.
- Ensure the collection, maintenance, analysis and reporting of complex, sensitive and confidential information.
- Coordinate, supervise, direct and negotiate activities related to land acquisition.
- Guide the MVCA Foundation toward a strategic approach to fundraising and act as liaison between the Foundation and the Authority.

### Board Liaison

- Provide strategic advice/recommendations and support to the Board of Directors.
- Provide policy, programming and planning advice and guidance to the Board and Committees; direct the preparation of policy, procedure, reports and studies.
- Supervise the preparation of agendas and order of business for the Board.
- Work collaboratively with Board members to facilitate their role and responsibilities.

### Communication and External Relationships

- As the public face of the organization, maintain a broad focus, build networks, gain understanding of external interests, and promote conservation awareness.
- Develop strategic relationships with member municipalities, government ministries, First Nations, conservation authorities and other provincial and municipal agencies.
- Participate in Conservation Ontario and other external initiatives that support the achievement of the Authority's mandate.

### **Fiscal Accountability**

- Lead the annual budget preparation and financial management, ensuring accountability and compliance with current legislation, policy and auditing standards.
- Negotiate contracts with contractors, consultants and suppliers.
- Seek opportunities for external funding.

### **Human Resources**

- Foster an organizational culture that encourages innovation, excellence and success.
- Supervise hiring, coaching, resolution of staff conflicts, training, performance management, and termination.
- Ensure that the Authority complies in all respects with applicable employee legislation including the *Occupational Health and Safety Act* and Regulations, and all other corporate/departmental policies and procedures.

### **SKILL**

#### **EDUCATION/EXPERIENCE:**

- Degree in resource management, environmental studies, planning, engineering or business/public administration.
- Ten years of progressive experience, preferably in conservation, natural resource management or government, including evidence-based decision making, risk management, project management, and staff supervision. Ideally, experience will also include integrated watershed management, rural and urban interests and low impact development.
- Demonstrated commitment to championing protection of the environment, stewardship and the safeguarding of land and water resources.
- Valid Ontario Glass G Drivers License or equivalent.
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic/experience requirements.

#### **EFFORT**

- Requires a dedicated individual willing to devote energy, personal resilience, patience, perseverance, adaptability, and a positive attitude to carrying out the Authority's mandate and strategic objectives.
- The challenges of finding sustainable development solutions can be stressful given the inherent conflicts among different users.

#### **WORKING CONDITIONS**

- Normally work is performed in an indoor office environment.
- Occasionally exposed to challenging social and physical conditions.
- Occasionally required to travel. Travel is normally within MVC territory with some requirement for traveling greater distances.
- Frequently required to extend hours of work to meet work demands including occasional peak periods where required to work evenings or weekends.

#### **LANGUAGE**

- English. French is an asset.

Approved: May 16, 2018