



Job Posting

Administration Manager **Permanent** **(Salary Range: \$41.22 - \$46.37)** **35 Hours/Week** **Transportation Services Department**

The County of Grey is currently recruiting for a full-time Administration Manager in the Transportation Services department.

Join us and help make a difference! At Grey County we work together to deliver essential public services that meet the needs of our communities. Grey County isn't just a great place to work; it's a great place to live!

As a member of Transportation Services, you will plan, direct, and coordinate a broad range of activities across Operations, Engineering and Administration functions of the Transportation Services department.

Position Overview

- Leads and implements complex strategic projects and policy initiatives being undertaken by the department in coordination with internal and external partners.
- Develop, implement, and maintain policies and procedures
- Assist with the development of and implementation of succession plans to ensure efficient operations of the department

Required Knowledge, Skills and Experience

- Post-secondary degree in Business Administration and/or related discipline
- Minimum five years' experience in a managerial position or an acceptable equivalent of formal education and skilled in an operations management role
- Experience working in a municipal setting with a focus on Transportation and or Public Works is preferred

Information for Interested Candidates

A detailed job description and instructions on how to apply are available on the County's website: www.grey.ca/careers

NOTE: Proof of COVID-19 full immunization or proof of valid medical exemption is a requirement of employment at Grey County.

Candidates for the above position are invited to submit resumes prior to the submission deadline: **Friday, August 19, 2022 at 4:30pm** to careers@grey.ca.

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.