

## **GREY SAUBLE CONSERVATION AUTHORITY**

**Position Title: Chief Administrative Officer (General Manager)**

### **Purpose of Position:**

To direct all administration, financial, technical and field operations of the Grey Sauble Conservation Authority (GSCA) as Chief Administration Officer (CAO).

To develop and maintain an effective program designed to further the conservation, restoration, development and management of the natural resources of the watershed of GSCA.

### **Reporting Relationship:**

The GSCA CAO reports to the Chair, Vice Chair and Directors of GSCA.

### **Job Requirements:**

#### **1. Education**

- Honours University Degree in Conservation or Resource Management discipline or other related field or commensurate experience

#### **2. Technical Knowledge**

- Extensive knowledge of principles and practices of natural resource management on a watershed basis
- Extensive knowledge of provincial, municipal and conservation authority legislation acquired through progressively responsible experience
- Detailed knowledge of GSCA programs and finances

#### **3. Skills**

- Demonstrated administration experience and ability
- Organizational, managerial and staff development abilities
- Strong communications ability, tact and good judgement
- Ability to maintain good working relationship with GSCA Directors, elected representatives, and staff of municipalities, counties and provincial ministries
- Ability to direct the total program of the GSCA
- Initiative
- Strong decision making and planning skills
- Versatility under changing conditions
- Ability to deal with stress and mental fatigue
- Valid Ontario class "G" Drivers Licence

### **Responsibilities:**

#### **1. Program Administration Co-ordinator (50%)**

- General supervision of all staff, agents and consultants
- Co-ordination and prioritization of the projects of GSCA and ensuring necessary staffing for such projects
- Adhere to the Strategic Plan developed for GSCA

- Co-ordination of preparation of reports briefs, and technical documents
- Overall administration of technical, financial, operational and political aspects of GSCA programs and projects
- Review staff performance, promotions and salaries
- Control over all budget expenditures as approved by the GSCA Board of Directors
- Encourage development of future program areas and direction
- Oversee all official business of GSCA

## **2. Liaison (30%)**

- Meet with staff and Councils of member municipalities and counties with respect to past, present and future programs and projects
- Maintain liaison with GSCA Board of Directors
- Deal with representative of government ministries with regard to program direction, project approval, funding levels, and operational audits
- Collaboration with peer groups locally and at Conservation Ontario

## **3. Public Awareness and Other (20%)**

- Provide formal definition of GSCA programs, procedures and positions by various communication mechanisms
- Interpret GSCA policy and instructions
- Act as Freedom of Information and Protection of Privacy Officer
- Other duties as may be assigned

### **Working Conditions:**

Works in the administrative centre of GSCA with occasional site visits to GSCA properties, out of town meetings, council meetings, Conservation Ontario meetings, etc. Must balance and maintain accessibility to staff, directors and the public. Some weekend/evening work required.

### **Contacts:**

Regular and frequent contact with the Chair, Vice Chair and Directors of GSCA, municipal, county, and provincial staff, media and concerned members of the public.