



A Natural Attraction

Job Posting

The City of Quinte West invites applications for the following full-time position:

Director of Corporate Services Corporate Services Department

The Corporate Services Department is responsible for providing administrative support services, as needed, to Council and to all City departments. The Department carries out the statutory duties of the City's Clerk's Office, and is responsible for telecommunications, information technology and strategic initiatives of the City. The department is also responsible for providing support and advice to the Chief Administrative Officer (CAO) and Council on all statutory, operations and custodial matters affecting the Corporate Services of the City.

This position participates on the Senior Management Team (SMT) and is a key advisor to the CAO and Council, recommending policies, plans and programs that will benefit Quinte West by being strategic, innovative, practical and fiscally sound. Leading a talented team of staff, this position guides and inspires a dedicated workforce in their efficient delivery of these municipal services and helps shape a workplace culture founded on trust and transparency.

Reporting to the Chief Administrative Officer (CAO), the Director of Corporate Services will assist in the development of corporate and departmental policies. The position is responsible to the CAO and Council on all statutory, operational and custodial matters affecting the corporate services of the municipality. Matters of a confidential nature shall be treated with due regard for the best interests of the municipality and its staff.

Education and Work Experience Requirements:

The position requires a minimum of a four year University Degree in Public Administration, Business Administration, Economics, Social Sciences, or a related discipline. The incumbent will have sound knowledge of corporate practices gained through direct experience in a municipal environment.

The position requires a minimum of eight (8) years of progressive experience with at least five (5) years of management experience. The successful candidate will also have experience in a management capacity along with the ability to work with all levels of government and business as well as experience in a Municipal Clerk's Department including Council Secretariat, Records Management, Licencing Services and Elections.

Please visit the job posting on our website to view the full scope of duties and responsibilities and a full list of the required education and work experience.

Remuneration: 2024 Non-Union Salary Grid Band 15 - \$149,962.44 - \$163,002.65 annually

Qualified applicants are invited to apply [online](#) with their resumes by **11:59 p.m. on August 23, 2024**. They may also visit the City of Quinte West website at www.quintewest.ca for more information.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 ext. 1106 or email hr@quintewest.ca if you require an accommodation to ensure your participation in the recruitment and selection process.