

# KAWARTHA CONSERVATION

## Director, Corporate Services

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### Position Summary

The Director, Corporate Services is a results-oriented leader committed to continuous improvement. Reporting directly to the Chief Administrative Officer (CAO) and acting as a signing authority, this senior leadership role is responsible for strategic oversight and operational excellence across Finance, Budgeting, Human Resources, Health & Safety, Information Technology, Records Management, and Marketing & Communications. The Director also supports the Board of Directors and ensures organizational compliance with applicable legislation, policies, and procedures.

### Scope of Accountability

Make independent decisions within your area of expertise while aligning with provincial legislation and Kawartha Conservation's strategic directions and policies. Provide recommendations to the CAO on strategic initiatives, organizational priorities, and emerging issues. Escalate complex or sensitive matters to senior leadership or the Board, as appropriate.

### Key Responsibilities

#### Client Service

- Promote a high standard of customer service throughout the organization.
- Build and maintain relationships with stakeholders to support strategic goals.
- Drive continuous improvement in departmental processes and communication.
- Ensure timely, respectful, and informed responses to inquiries.

#### Leadership

- Lead and manage the Corporate Services team, aligning objectives with the Strategic Plan.
- Mentor and support staff through performance reviews, training, and development.
- Foster a collaborative, outcome-focused, supportive work culture.
- Collaborate with the senior leadership team to promote consistency and shared goals.

#### Risk Management and Administration

- Ensure compliance with OHSA, ESA and other relevant legislation.
- Serve as a signing authority for financial and administrative matters. In the extended absence of the CAO, signing authority would encompass those matters under the purview of the CAO.
- Monitor the annual budget and advise on corrective actions as needed.
- Oversee insurance, investment, and credit facility requirements.

- Prepare reports and recommendations for the Board of Directors.
- Develop and ensure currency of corporate administrative policies.

### Finance and Accounting

- Lead the annual audit and financial reporting under public sector accounting standards.
- Develop and manage operating and capital budgets in collaboration with senior leaders.
- Maintain accurate financial records and ensure the integrity of the General Ledger.
- Oversee accounts payable, accounts receivable, payroll, and reporting to external agencies.
- Ensure timely compliance with financial and legislative reporting requirements.

### Human Resources

- Oversee HR policies, job descriptions, compensation, and benefits.
- Administer the Group Benefits Program and OMERS.
- Manage recruitment for departmental positions.
- Ensure adherence to employment legislation and internal policies.

### Records Management & IT

- Lead the advancement of digital records management across departments.
- Maintain and update records retention policies.
- Oversee IT infrastructure including hardware, software, licenses, and network systems.

### Marketing and Communications

- Develop and implement communications strategies to enhance public awareness.
- Oversee corporate branding, website management, and social media presence.

### Asset Management

- Manage Asset Management Plan and tracking.
- Manage administration building interior and exterior facilities including maintenance, repair, and procurement.
- Oversee fleet procurement and obsolescence.
- Ensure functionality of office systems and address infrastructure needs.

### Skills and Qualifications

- University degree in Accounting, Business, Economics, or a related field.
- CPA designation preferred or in progress.
- Minimum 5 years of progressive leadership experience.
- Proven expertise in budgeting, financial analysis, and fiscal management.
- Strong interpersonal, leadership, and communication skills.
- Experience with Sage Accounting, XLGL, and public sector reporting.
- Familiarity with grant reporting, municipal legislation, and nonprofit standards.
- Experience in a conservation authority or municipal environment is an asset.
- Valid MTO driver's license with clean driving record.

## Working Conditions

- Office environment with remote work flexibility.
- Requires extended computer use and periods of sitting.
- High level of concentration is required.
- Frequent engagement with stakeholders and partner organizations.
- Occasional travel and extended hours for events or deadlines.
- Adherence to health and safety policies is mandatory.

## Our Core Values

### Teamwork

Collaborate to achieve shared goals through open communication and mutual respect.

### Client Service

Deliver high-quality service through responsiveness, professionalism, and continuous improvement.

### Health and Safety

Prioritize a safe work environment by modeling best practices and complying with all policies.

### Integrity and Competence

Produce accurate, high-quality work with a commitment to ongoing learning and accountability.

### Communication

Share relevant information clearly and effectively to support organizational transparency and collaboration.

### Problem Solving

Apply analytical thinking to develop effective, practical solutions.

### Positive Work Environment

Cultivate a respectful, inclusive, and rewarding workplace culture.