



Town of Orangeville  
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## Job Opportunity

The Corporation of the Town of Orangeville  
invites applications for the position of

### **General Manager, Corporate Services** **Corporate Services Department**

(Full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and yet only moments away from the unspoiled, natural beauty of the Niagara Escarpment, the Town of Orangeville offers an excellent combination of location, small town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to nearly 30,000 residents and is the largest urban community and regional service centre within the County of Dufferin. The Town of Orangeville is recognized as a great place to raise a family, with an excellent quality of life and a strong sense of community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

The Town of Orangeville is seeking a progressive executive that will lead a diverse portfolio of functions and implement strategic initiatives that support the delivery of exceptional quality corporate services.

The individual we seek is a visionary, with a passion for continued improvement in operational effectiveness and efficiency through optimal allocation and use of human, financial and other resources and assets.

The General Manager, Corporate Services is accountable for the leadership and administration of all divisions within the Corporate Services Department, which includes the Communications, Finance, Human Resources, Information Technology and Legislative Services (including By-law Enforcement) Divisions. The successful candidate, in collaboration with the other General Managers and the CAO, will lead the development of major strategic initiatives while demonstrating high political acumen and diplomacy. The General Manager, will provide advice to the CAO and elected officials in the establishment of strategic objectives and delivery of municipal services with a focus on fostering a positive workplace culture based on corporate values.

**Requirements:**

- University degree in public/business administration, Human Resources, Law or a related discipline is required.
- A minimum of ten (10) years of senior professional leadership and management experience.
- Highly developed strategic planning, program and project management, budgeting, technology and human resource management skills required.
- Thorough knowledge of the Municipal Act and other legislation relevant to departmental issues
- Strong facilitative, mediation, and analytical skills are essential, as is the ability to work in a team environment.
- A valid Ontario Class “G” driver’s license in good standing with a reliable vehicle to use on corporate business.
- This position requires exemplary interpersonal skills to effectively interact with a wide variety of staff in the department and across the corporate organization.
- Strong written and verbal communications skills.

**Salary Range:** \$129,747.80 - \$151,788.00, Band 16 on the Town’s 2018 Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to submit their resumes, in confidence, to Ms. Sarah Alexander, Human Resources Assistant, no later than 4 p.m. on Friday, March 1, 2019. Applications may be submitted online, emailed to [hr@orangeville.ca](mailto:hr@orangeville.ca), or submitted in person at the Town Hall located at 87 Broadway. If submitting a resume via email, please quote the job title in the subject line.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the attention of the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.