



Internal/External Job Posting Regular Full Time Non-Union Position Manager of Conservation Areas

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Encompassing approximately 6,800 square kilometres, the Grand River watershed has a population of almost one million people in 39 municipalities and two First Nations. Designated as a Canadian Heritage River, the Grand River and its major tributaries boast many outstanding human heritage features and excellent recreational opportunities. The GRCA is committed to environmental protection by delivering services that ensure the well-being of the environment and its inhabitants.

General Accountabilities

The Manager of Conservation Areas is responsible for the overall management of the Conservation Area program which includes 11 recreation areas and Luther Marsh Wildlife Management Area. As a key member of the management team in the Operations Division, the Manager of Conservation Areas will work closely with operational and program staff to deliver high quality, outdoor recreational experiences to the GRCA's clientele.

Specific Accountabilities

1. Responsible for managing the operation, maintenance and development of the eleven (11) active GRCA recreational areas and Luther Marsh Wildlife Management Area. In conjunction with the Manager of Property, provide operational support for numerous passive conservation areas located throughout the watershed.
2. Provide guidance, direction, mentorship and support to the Area Superintendents, and other Conservation Area staff, to ensure the goals and objectives of the GRCA are being met.
3. Responsible for the preparation of annual capital and operational budget submissions. Approves expenditures, monitors costs and ensures budgetary control of the Conservation Area program. Provides budget estimates and forecast updates to Finance as required.
4. Prepare strategic plans and business plans to guide the development and operation of the Conservation Areas that align with the strategic objectives of the GRCA. Identify trends in outdoor recreation and implement strategies and programs designed to meet the demands of the outdoor recreational user.
5. Participate on Management Committee contributing to the development of corporate strategic plans, goals and objectives, policies and annual budgets.
6. Prepare and present reports to the General Membership with respect to Conservation Area programs and operations.
7. Oversee the development of department policies, standard operating procedures and customer service standards.
8. In conjunction with the Manager of Communications, coordinate an effective marketing strategy for the Conservation Areas.
9. Establish strong working relationships and open collaboration with the management team, the Conservation Areas team, and other divisions and departments within the GRCA.
10. Develop and maintain professional relationships with key staff in municipal and provincial government, associations, service clubs and special interest groups. Develop partnerships and other

relationships which will provide benefits to the GRCA and will enhance the public's understanding of GRCA's roles and responsibilities within the watershed.

11. Develop strategies and control mechanisms to provide staff with guidance to resolve customer complaints or concerns. Resolve difficult or complex complaints or problems and answer inquiries regarding organizational policies and procedures.
12. Promote a health and safety culture within Conservation Areas by ensuring compliance with the Occupational Health and Safety Act, other applicable legislation, regulations, and GRCA policies and procedures.

Technical Accountabilities

1. University degree with a major in Recreation, Tourism, Public Administration, Planning, Business Administration, or equivalent post-secondary education.
2. Minimum of 10 years of supervisory experience with at least 6 years of management experience in a recreation related environment.
3. Demonstrated organizational, leadership and team-building skills with experience managing staff in a unionized environment.
4. Demonstrated experience in financial analysis and the preparation and administration of budgets.
5. Excellent written communication skills with demonstrated ability to prepare correspondence, technical reports, financial analyses, board reports and other documents. Experience with proposal writing, policy development and contract administration.
6. Strong verbal communication skills with the demonstrated ability to effectively present information to boards, councils or committees and to interact with the general public.
7. Excellent strategic and lateral thinking skills in combination with strong research, analytical and problem solving skills.
8. Proficient computer skills including, but not limited to, word processing, spreadsheets and PowerPoint. A working knowledge of park reservation systems is beneficial.
9. Knowledge of relevant legislation including, but not limited to, the Conservation Authorities Act, the Occupational Health and Safety Act, Provincial Offenses Act and other applicable legislation.
10. Valid driver's license and the ability to travel throughout the watershed.

The salary range for this position is Job Level L \$101,233 to \$123,155 - annual salary

GRCA offers a comprehensive benefits package including health, dental, vision care, life and disability insurance, membership in the OMERS pension plan and a pass which entitles you to free entry into all conservation areas.

Approximate Start Date: December 2017

To Apply: Please send a resume and coverletter to careers@grandriver.ca in MS Word or PDF format and quote "Manager of Conservation Areas" in the subject line.

Deadline for Applications: 4:00pm on Friday, October 13, 2017

We thank you for your interest, however only candidates under consideration will be contacted.

Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.