

EMPLOYMENT OPPORTUNITY CHIEF ADMINISTRATIVE OFFICER, SECRETARY-TREASURER



The North Bay - Mattawa Conservation Authority (NBMCA) is one of Ontario's 36 Conservation Authorities committed to conserving, restoring, and managing the natural resources of the North Bay - Mattawa watershed. As a community-based, environmental unionized organization in Ontario's near north, the NBMCA balances human and economic needs with the needs of the natural environment.

The NBMCA's area of jurisdiction spans over 2,900 square kilometres of watersheds of the Lake Nipissing and the Ottawa River Basins. Highlights of the NBMCA's jurisdictional area include Lake Nipissing, Trout Lake, Wasi Lake, the Mattawa River (a Canadian Heritage River), the North Bay Escarpment and parts of Algonquin Park.

Your Opportunity

The NBMCA is seeking an experienced and visionary Chief Administrative Officer, Secretary-Treasurer (CAO) to lead their organization. Reporting to the Board of Directors, the CAO will provide strategic direction, operational leadership, and financial oversight. The CAO will help shape the future of NBMCA, building on over 50 years of watershed leadership by championing the Authority's mission, vision and values while cultivating a respectful workplace culture built on honesty, integrity, accountability, and respect.

The CAO serves as the main advisor to the Board of Directors, liaising between the Board and staff. The CAO functions with trust, accountability and transparency and leads a workforce of dedicated staff. The CAO provides strategic leadership, business planning, ensures strong financial practices, ensures risk and liability mitigation, and establishes Key Performance Indicators (KPIs). The CAO ensures workforce accountability to member municipalities, provincial government and stakeholders. The CAO leads daily operations, ensures the effective and timely delivery of conservation programs and services and ensures compliance with legislation and guidance including the Conservation Authorities Act, Clean Water Act, Planning Act, Provincial Policy Statement, Building Code Act Part 8 (On-site Sewage Systems), and other related laws, regulations and guidance.

The ideal candidate comes with a thorough knowledge of Conservation Authorities accompanied by strong administrative strengths with a proficiency in applying applicable legislation. You have demonstrated leadership in senior positions in the public or broader public sector, ideally within conservation or environmental management and experience with unionized workforces. You are an excellent communicator with a proven record of client service, relationship building, community engagement and maintaining strong relationships with external stakeholders.

Your Qualifications

- Four Year Degree, Masters degree or equivalent experience in environmental planning or environmental resource management
- Experience with budgets
- Ability to make decisions
- Strong communication skills
- Minimum of 15 years of relevant experience with at least five years in a leadership/senior position in Conservation Authorities or the related public sector
- Working knowledge of relevant legislation and guidelines including the Conservation Authorities Act, Planning Act, Provincial Policy Statement, Ontario Clean Water Act
- Political acuity

- A satisfactory police records check (Criminal and Judicial Matter Check) is required
- Experience with computer programs including MS Office Suite (Excel, Word, PowerPoint), Adobe Acrobat
- Excellent organizational, verbal and written communication skills
- Ability to maintain confidentiality
- Strong attention to detail, excellent organizational and time management skills
- A positive and professional demeanor, with a passion for supporting and enabling a talented team
- Demonstrated ability to work in a fast-paced environment, while meeting daily deadlines and maintaining accuracy
- Experience with working in a unionized environment and Collective Bargaining Agreements would be considered an asset
- Ability to prioritize workload and to work effectively and efficiently
- Valid MTO "G" driver's license with a clean driving record.

Your Reward

Salary range of \$71.58 to \$83.74 per hour.

Full-time position.

You will work with a creative, talented and solutions-focused team.

Benefits package and participation in the OMERS defined benefit pension plan.

Free access to NBMCA parks.

To Apply

Please send your resume and cover letter no later than **January 24, 2025 at 11:59pm (Eastern Standard Time) to:**

Email: jobs@nbmca.ca

Attention: Human Resources

North Bay- Mattawa Conservation Authority, 15 Janey Avenue, North Bay, ON P1C 1N1

Our Mission

The North Bay-Mattawa Conservation Authority provides leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness in cooperation with others.

Our Vision

Providing effective leadership in the management of our watersheds where partners and communities are actively engaged in balancing human needs with the needs of the natural environment.

Our Values

- **Action:** Establish priorities and undertake initiatives based on desired results, ensuring that actions or decisions are undertaken individually and collectively in an accountable and timely manner.
- **Collaboration:** Work together with our partners and communities to strengthen our approach and create synergy for improving watershed management.
- **Innovation:** Be a leader in science-based integrated watershed management that accommodates taking new approaches to our business.

- Transparency: Communicate and share information and ideas using appropriate language and outreach techniques to bring about clear understanding.
- Integrity: Ensure that actions or decisions do not compromise our fundamental values or principles.

We thank all applicants for their interest; however only those selected for an interview will be contacted. NBMCA is an Equal Opportunity Employer in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. NBMCA will accommodate applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.