



# LOWER TRENT CONSERVATION

714 Murray Street, R.R. 1, Trenton, Ontario K8V 5P4

■ Tel: 613-394-4829 ■ Fax: 613-394-5226 ■ Website: [www.ltc.on.ca](http://www.ltc.on.ca) ■ Email: [information@ltc.on.ca](mailto:information@ltc.on.ca)

Registered Charitable Organization No. 107646598RR0001

## Chief Administrative Officer / Secretary-Treasurer (CAO)

Permanent, Full-Time Position

*Lower Trent Conservation is seeking an experienced executive manager to assume a strong leadership role for the organization, due to the pending retirement of the incumbent.*

### General Description:

The CAO is directly responsible for the performance of the organization, the success of its operations and achieving its strategic directions, and will focus on the ongoing improvement of the organization to ensure maximum productivity, fiscal responsibility, and accountability. The CAO has the full charge of all Lower Trent Conservation (LTC) employees and is responsible for formulating as well as directing and coordinating the execution of LTC's total administrative, technical, and field programs in compliance with Authority and provincial policy and procedure. The CAO is the Secretary-Treasurer of the Authority and is responsible for the duties assigned to the position under the *Conservation Authorities Act*.

### Key Duties:

- 1) Provide high quality service to meet LTC, municipal, partner, and public expectations.
- 2) Be responsible for administration and coordination of all LTC programs.
- 3) Be responsible for conducting the official business of LTC.
- 4) Carry out the responsibilities of the Secretary-Treasurer as set out in the *Conservation Authorities Act*.
- 5) Act as signing officer for the Authority.
- 6) In consultation with the Chair, direct the preparation of agendas and meeting materials for Board of Director, and any sub-committee, meetings.
- 7) Prepare and present reports to the Board of Directors on program status, budget, current and emerging issues, recommended policy and procedure decisions and alternatives (including legal requirements/implications).
- 8) Develop, for approval by the Board of Directors:
  - a) short and long term strategic plans;
  - b) new initiatives and refinements to existing programs; and
  - c) LTC policies, procedures, and guidelines to ensure compliance with government legislation and delivery of LTC programs in a manner that complies with legislation and applicable laws.

*Working with Local Communities to Protect our Natural Environment*



Member of Conservation Ontario  
Representing Ontario's 36 Conservation Authorities

- 9) Ensure implementation of decisions made by the Board of Directors.
- 10) Act as the official staff contact and liaise with the LTC Board of Directors, member municipalities, media, public, Conservation Ontario (CO), government agencies, and other organizations to maintain a good working relationship.
- 11) Nurture existing partnerships, explore new opportunities, and forge new partnerships.
- 12) Provide leadership and be responsible for the overall direction of all staff, consultants, contractors, and other professional firms employed by LTC, and provide direction and guidance to LTC's management team.
- 13) Oversee the hiring of all staff, in accordance with LTC's policies.
- 14) Oversee and provide direction to LTC program coordinators of multi-jurisdictional/multi-agency partner projects (e.g. Bay of Quinte Remedial Action Plan, Drinking Water Source Protection Program, etc.).
- 15) Be responsible for and provide direction for the preparation of the annual budget and business plan.
- 16) Ensure the implementation of appropriate financial and accounting policies and reporting procedures as well as related functions.
- 17) Authorize expenditures according to LTC's purchasing policy and the annual budget.
- 18) Ensure that adequate insurance is secured to protect the Authority, its Board of Directors, staff, and assets.
- 19) Oversee all legal matters of the Authority.
- 20) Coordinate, supervise, and direct activities related to land acquisition, including options, appraisals, surveys, disposal of lands, and leasing, etc., as approved by the Board of Directors.
- 21) Liaise with Provincial Ministry officials on matters requiring Ministry approval.
- 22) Represent LTC on external committees and attend workshops and conferences, as required.
- 23) Supervise and evaluate performance of direct reports and ensure accurate timesheets are completed and submitted.
- 24) Adhere with all LTC policies and procedures and ensure that all LTC staff, contractors, other agencies, or volunteers undertaking work on behalf of LTC, adhere with LTC policies.
- 25) Perform other related duties as directed by the Board of Directors.

**QUALIFICATIONS:**

- A degree from a recognized university, preferably in the environmental/natural resources discipline
- Proven leadership skills in the environmental/natural resources field, with at least 10 years of experience related to the key job duties
- Thorough understanding of public administration and experience working with boards and committees
- Excellent verbal and written communications skills, tact, and judgment
- Highly developed analytical, organizational, and administrative skills and practices
- Ability to develop and nurture positive relationships with the public, media, and community organizations
- Demonstrated experience working in collaborative partnerships
- Valid driver's license within the Province of Ontario
- Satisfactory police check and driver abstract

**CONDITIONS OF EMPLOYMENT:**

- Workplace is located at the Lower Trent Conservation office at 714 Murray Street, Quinte West, Ontario
- Permanent, full-time position (40 hours/week)
- \$99,180 - \$114,975 annually (draft 2019)
- Anticipated start date: May 6, 2019

**HOW TO APPLY:**

Mail or email your cover letter (please specify where you learned of the job opportunity) clearly marked "Chief Administrative Officer/Secretary-Treasurer", along with your resume by Thursday, January 31, 2019 at 4pm to:

Chair, Board of Directors  
Lower Trent Conservation, 714 Murray Street, RR 1, Trenton, Ontario K8V 5P4  
Email: [information@ltc.on.ca](mailto:information@ltc.on.ca)

- Lower Trent Conservation is an equal opportunity employer in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the Ontario Human Rights Code.
- LTC will provide accommodations throughout the recruitment, selection, and/or assessment process to applicants with disabilities.
- Personal information provided is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.

*We thank all applicants for their interest; however,  
only candidates under consideration will be contacted.*

