



Crowe Valley Conservation Authority (CVCA)

The CVCA is one of 36 conservation authorities in Ontario responsible for furthering the "conservation, restoration, development and management of natural resources in the watershed" under the Conservation Authorities Act.

The CVCA is seeking an individual to fill the permanent full-time **General Manager/Secretary Treasurer** position and is defined by the following primary roles and responsibilities:

General Duties:

- Duties as prescribed in the Conservation Authorities Act and the Corporations Administrative By-Law.
 - Preparing agendas and orders of business for all meetings in conjunction with the Chair of the Corporation and the Chair of any duly constituted committee
 - Directing and supervising office staff as well as contributing to the supply of new ideas and policies for consideration of the Corporation.
 - Supervise and direct the activities of all administrative, technical, construction and conservation areas staff;
 - Direct the preparation of projects, plans and programs for submission to the appropriate Federal and Provincial ministries and any other agencies
 - Coordinate all land acquisition and disposal
 - Submission of requests for grants from the Province and associated approvals of equipment purchases, contracts, etcetera.
 - Interact with member municipalities to promote the CVCA and its mandate as per the Categories defined by the Province and the Conservation Authorities Act
 - Make presentations to the public at various functions (cottage association meetings, etc.) throughout the watershed.
 - Provide Human Resources support for Crowe Valley Conservation Authority staff
 - Oversee the Regulations and Planning program to ensure it is delivered in an effective and responsible manner, while upholding Ontario Regulation 41/24
 - Oversee the Watershed Management program to ensure it is delivered in an effective and responsible manner for the safety of the public especially during Flood Warnings or any other water related communication statements at anytime of the year
 - Perform the function of a Dam Operator as necessary at anytime
 - Oversee the Lands Management program to ensure it is delivered in an effective and responsible manner to meet the objectives of the Land Management Policy
 - Oversee and manage volunteers as per the CVCA Volunteer Policy
 - Participate in weekend and on call services as required for the flood forecast centre and the Marmora Generating Station
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Financial management of the Corporation by performing duties such as:

- Being responsible for all accounting systems, procedures and functions;
- Levying all Municipalities in accordance with the Levy adopted by the Corporation and in accordance with the Conservation Authorities Act;
- Borrowing by way of promissory notes from time to time, the necessary funds to carry on the business of the Corporation, as provided by borrowing resolution adopted by the Board of Directors and repaying such loans as funds become available;
- Authorize purchase of all supplies, materials and equipment, within budget limits and/or as directed by the Board of Directors
- Preparation of Annual Budget to present to the Board of Directors (and multi-year budget forecasts as directed by the Board of Directors).
- Advising the Chair and the Board of Directors on financial matters, particularly reporting the unusual expenditures relative to the budget
- Present the CVCA Budget and any other issues to member municipalities' councils.

As the preferred candidate, you:

- Degree in resource management or related field
- 5 years Conservation Authority or related work would be an asset
- Have thorough knowledge of Administrative procedures and municipal affairs
- Knowledge of accounting practices, principles and banking procedures
- Ability to prepare concise & accurate reports with estimates
- Ability to make decisions, including flood forecast and warning
- Ability to effectively lead and interact positively with staff
- Create a positive workplace structure
- Interact with members of the public and resolve issues in a timely manner
- Able to work outdoors and lift up to 50Kg
- Knowledge of hydrology
- Have excellent computer and keyboarding skills and the ability to undertake detailed work accurately using Microsoft Word and Excel.
- Have exceptional customer service skills, demonstrated organizational skills and a commitment to meeting regular deadlines.
- Must hold a valid Driver's License and have a satisfactory driving record.

What we offer:

- Full-time hours (35 hours per week).
 - Salary range of \$101,759 to \$115,127.
 - Ontario Municipal Employees Retirement System (OMERS) pension plan.
 - Group benefits after six (6) months of employment.
 - Competitive Vacation and Related Benefits package.
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If you are enthusiastic about conservation and believe you would be a good fit for this position, please send your resume and cover letter by email in a Word or PDF file (one file preferred) no later than **3:00 pm [DATE 2025]** to:

info@crowevalley.com.

- Please write your name and the position title in the subject line of your email.
- All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.

The Crowe Valley Conservation Authority (CVCA) is an equal opportunity employer. We are committed to providing an accessible and inclusive experience for CVCA job applicants and employees. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), CVCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations, please contact our office in sufficient time prior to any scheduled interview. While the CVCA welcomes all applications, only those candidates selected for an interview will be contacted. No phone calls please.