

**Crowe Valley Conservation Authority**  
**General Manager/Secretary-Treasurer**  
**Job Description**

**Reporting Relationship:** Directly to CVCA Chair and Board of Directors

**General Duties**

The General Manager/Secretary-Treasurer is the Senior Administrative Officer in the Corporation and is responsible for directing and supervising office staff as well as contributing to the supply of new ideas and policies for consideration of the Corporation.

Without limiting the foregoing, responsibilities include:

1. Duties as prescribed in the Conservation Authorities Act and the Corporations Administrative By-Law.
2. Administration of the Corporation by performing duties, such as:
  - 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
  - Referring all correspondence and reports to the Authority and/or duly constituted committees
  - Conducting official correspondence of the Corporation in conjunction with the Chair.
3. Management of the Corporation office by performing duties such as:
  - Being responsible for the records of the Corporation;
  - Ensuring suitable office accommodation;
  - Administer and direct the total approved resource program of the Corporation;
  - Supervise and direct the activities of all administrative, technical, construction and conservation areas staff;
  - Be responsible for all matters of a technical nature and supervise the preparation of plans and reports at the request of the Chair;
  - 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;
  - Attend staff development and training courses as required and recommended
4. Submission of requests for grants from the Province and associated approvals of equipment purchases, contracts, etcetera.
5. 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
6. Preparation of Annual Budget to present to the Board of Directors (and multi-year budget forecasts as directed by the Board of Directors).
  7. Informing and advising the Chair and the Board of Directors on financial matters, particularly reporting the unusual expenditures relative to the budget as required and/or requested by the Board of Directors.
  8. Provide advice as requested to the Board of Directors.
  9. Attend Conservation Ontario meetings as the alternate to participate and represent the interests of the Crowe Valley Conservation Authority.
  10. Liaise with Provincial staff at the District and Regional Level when necessary.
  11. Develop and present Crowe Valley Conservation Authority Policies as required by the Province and/or requested by the Board of Directors for the Board to review and approve.
  12. Act on behalf of the Board of Directors regarding legal matters brought to the Corporation and any legal matters launched by the Corporation and bring said legal issues forward to the Board of Directors for further discussion and direction.
  13. Interact with member municipalities to promote the CVCA and its mandate as per the Categories defined by the Province and the Conservation Authorities Act.
  14. Present the CVCA Budget and any other issues to member municipalities' councils.
  15. Make presentations to the public at various functions (cottage association meetings, etc.) throughout the watershed.
  16. Interact with all, but especially neighbouring CAs to engage with the sharing resources for the mutual benefit of all participants.
  17. Provide Human Resources support for Crowe Valley Conservation Authority staff.
  18. Ensure all CVCA services and programs are delivered according to the mandate as stipulated by the Conservation Authorities Act.

19. Oversee the Regulations and Planning program to ensure it is delivered in an effective and responsible manner, while upholding Ontario Regulation 41/24.
  - Support staff with the necessary resources (financial and otherwise) to be able to perform their duties.
  - Conduct Administrative Reviews as per the Conservation Authorities Act
20. 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.
  - Support staff with the necessary resources (financial and otherwise) to be able to perform their duties.
21. 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.
22. Oversee and manage volunteers as per the CVCA Volunteer Policy.
23. Organize and Chair Low Water Response Team
  - Declare and issue Low Water Response Levels
24. Declare and issue Flood Warnings and all other Watershed Statements.
25. In the event of a Flood Warning, be prepared to work as the leader of a 24 hour a day flood control team.
26. In the event of a flood, liaise with any county, municipality, emergency management committee and/or public service agency (police, fire departments, etc.) as per the Flood Warning Manual.
27. Perform the function of a Dam Operator as necessary at anytime.
28. Perform the function and responsibilities of the Duty Forecaster as necessary at anytime.
29. Assist/backfill for all CVCA staff as required.
30. Manage and approve all communiques for all media outlets including print, radio, television or social media.
31. Participate in weekend and on call services as required for the flood forecast centre and the Marmora Generating Station (currently owned by Orillia Power Corporation).
32. Other duties as recommended by the Chair and/or Board of Directors.

**Qualifications:**

- Thorough knowledge of Administrative procedures
- Thorough knowledge of municipal affairs
- Thorough knowledge of accounting practices, principles and banking procedures
- Knowledge of hydrology (understanding of watershed concepts, water budgets)
- Ability to prepare concise and accurate reports, together with estimates
- Ability to prepare effective correspondence
- Ability to make decisions, including flood forecasting
- Ability to interact and lead staff
- Ability to create a positive workplace culture
- Ability to manage a number of issues at the same time
- Ability to interact with the public and resolve issues/concerns in a timely fashion
- Ability to work outdoors and lift up to 50 kilograms
- Educational requirement – degree in resource management or related field
- Experience requirement – 5 years in conservation authority or related work