



## Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

Tel: 613-938-3611

Fax: 613-938-3221

[www.rrca.on.ca](http://www.rrca.on.ca)

### General Manager / Secretary-Treasurer

The Raisin Region Conservation Authority's (RRCA) Board of Directors is actively searching for a dynamic and experienced individual to assume the role of General Manager. This leadership position is available due to the imminent retirement of the incumbent, providing an exciting opportunity for a qualified professional to contribute to the continued success and environmental stewardship of RRCA.

#### General Description:

The General Manager is directly responsible for the performance of the organization, the success of its operations, achieving its strategic directions, and will focus on ensuring maximum productivity, fiscal responsibility, and accountability. The General Manager plays a pivotal role in leading a cohesive and motivated team within RRCA, taking full responsibility for the well-being and morale of all employees. The successful candidate will also be responsible for formulating as well as directing and coordinating the execution of RRCA's administrative, technical, and field programs in compliance with Authority and provincial policies and procedures. The General Manager is the Secretary-Treasurer of the Authority and is responsible for the duties assigned to the position under the *Conservation Authorities Act*.

#### Key Duties:

- Provide high quality service to meet RRCA, municipal, partner, and public expectations.
- Be responsible for administration and coordination of all RRCA programs.
- Be responsible for conducting the day-to-day operations of the RRCA.
- Provide leadership and be responsible for the overall direction of all staff, consultants, contractors, and other professional firms employed by RRCA, and provide direction and guidance to RRCA's management team.
- Oversee the hiring of all staff, in accordance with RRCA's policies.
- Be responsible for and provide direction for the preparation of the annual budget and business plan.
- Ensure the implementation of appropriate financial and accounting policies and reporting procedures as well as related functions.
- Authorize expenditures according to RRCA's purchasing policy and the annual budget.
- Oversee all legal matters of the Authority.
- In consultation with the Chair, direct the preparation of agendas and meeting materials for Board of Directors meetings.
- 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).



- Ensure implementation of decisions made by the Board of Directors.
- Nurture existing partnerships, explore new opportunities, and forge new partnerships.
- Lead the development and implementation of a new Strategic Plan for the RRCA.

**QUALIFICATIONS:**

- A degree from a recognized post-secondary institution, preferably in the environmental/natural resources or business management and/or equivalent experience.
- Strong leadership and management skills.
- Extensive experience in personnel management, budgeting, public administration, and governance.
- 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, community organizations, and the RRCA Team.
- Demonstrated experience working in collaborative partnerships.
- Bilingualism is considered an asset. (French and English)

**CONDITIONS OF EMPLOYMENT:**

Workplace is located at the Raisin Region Conservation Authority office at 18045 County Road 2, Cornwall, Ontario K6H 5T2

Permanent, full-time position (\$121,981.25 - \$152,476.56)

**HOW TO APPLY:**

Interested applicants should submit a cover letter and resume in confidence to the attention of:

Carilyne Hébert  
RRCA Board Member  
[chebert@cornwall.ca](mailto:chebert@cornwall.ca)

Submissions will be accepted no later than 4:30 p.m. on Friday, February 23, 2024.

The Email Subject line should be clearly marked "RRCA General Manager Job Application".

*Raisin Region Conservation Authority is an equal opportunity employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. We thank all applicants for their interest. Only those candidates selected for an interview will be contacted.*