



EMPLOYMENT OPPORTUNITY ADMINISTRATION MANAGER

The District of Carleton North was created through the Province's Municipal Reform and is effective January 1, 2023. It includes the same areas that form the Carleton North high school catchment, and that has brought the communities together for the past 45 years. Just like Carleton North High School, the new District of Carleton North will serve and support this entire region on local government matters.

The Administration Manager is responsible for the management of the district's administration department including, but not limited to, records management, by-law development and enforcement, policy drafting and review, development planning administration and right to information requests for the municipality.

Main Duties:

- Participates in the development of new by-laws or by-law amendments, new policies or policy amendments and new contract or contract amendments including researching and gathering information, preparing drafts for review by the Director of Administration, the relevant Committee and finalizing drafts to present to Council for approval;
- Responds to straightforward by-law complaints from local citizens, elected officials, and businesses, and directs other inquiries to appropriate staff as required.
- Develops and maintains a working knowledge of the Local Governance Act and the Community Planning Act;
- Refers all zoning, building and subdivision applications to the district's Land Use Planning service provider for their approval;
- Assists in implementing an economic stimulus strategy for entrepreneurs and commercial/industrial businesses;
- Assists in consultations with existing, new, or proposed businesses regarding business plans and marketing information;

Qualifications:

- High School graduation supplemented by post-secondary education in a relevant discipline;
- 2-3 years supervisory experience in administration or related department;
- Experience in an automated work environment and proficiency in using computers, email, Internet, etc.
- Demonstrated proficiency in using Microsoft Office programs, PowerPoint, SharePoint;
- An equivalent combination of education and experience may be considered.

The complete job description can be seen at www.carletonnorth.com under the heading Job Opportunities.

Please include a cover letter with your resume. Application deadline is June 2nd, 2023. Only those selected for an interview will be contacted.

Resumes may be e-mailed to lesley.mcbride@carletonnorth.com.