



# MUNICIPALITY OF THE DISTRICT OF CHESTER

## POSITION DESCRIPTION

**Position Title:** Strategic Initiatives Coordinator

**Salary Band:** Director 2/Senior Contributor

**Department:** Administration

**Reports to:** CAO

**Status:** Permanent Fulltime

**Location:** Municipal Complex (151 King Street), subject to Change

**Hours:** Normally 8:30 a.m. to 4:30 pm, subject to change (OT hours may be required)

**Date:** May 2017

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### **OBLIGATIONS AND RESPONSIBILITIES UNDER LEGISLATION**

1. The Municipality of the District of Chester is committed to workplace safety and all employees are expected to actively participate in the Municipality's Occupational Health and Safety Policy and Program and Occupational Health and Safety Legislation as well as Regulations of the Province of Nova Scotia.
2. The Municipality of the District of Chester complies with Employment Legislation of Nova Scotia and all employees are also expected to act in accordance to the appropriate legislation as well.

### **SCOPE**

The Strategic Initiatives Coordinator serves as a resource to the Chief Administrative Officer in the implementation of strategic initiatives, as well as sourcing revenue sources to fund municipal initiatives for current and future growth. At the direction of the CAO, the incumbent will administer, manage, organize, and/or coordinate activities and initiatives within the following categories:

#### **Sourcing of Revenue to Support Municipal Initiatives and Activities**

- Seek out, evaluate and communicate funding opportunities for municipal initiatives and activities that are in line with municipal priorities.

- Assist in or lead the submission of funding applications, including preparation of application material.
- Liaise with applicable funding agencies and provincial / federal representatives as applicable in the pursuit and management of grants.
- In cooperation with the lead municipal department, assist in or manage grants awarded to the municipality ensuring: compliance with applicable grant requirements such as, but not limited to submission of progress claims, tracking of receipts, signage, reports, etc.

### **Strategic Initiatives:**

- Assist in, and / or coordinate the Strategic Planning Process.
- Assist in the development of work programs and business planning to implement the Strategic Priorities of Council.
- Manage and /or coordinate the implementation of strategic initiatives, including coordinating professional and administrative staff and interdepartmental teams on special projects and initiatives.
- Establish objectives, targets, performance indicators and timelines to ensure initiatives are aligned to Councils' strategic priorities
- Understand the dynamics and sensitivities of strategic issues impacting the community

### **Research and Analysis**

- Conduct research and analysis on a range of municipal issues to support strategic initiatives and Council direction, including but not limited to, policy and by-law matters, legislative matters affecting municipal government, organizational structure and processes, emerging trends and opportunities and best practices in municipal government.
- Prepare and present comprehensive reports and recommendations with a strategic lens on assigned projects.
- Correspond with federal, provincial and municipal agencies, as required.

### **Organizational Support**

- Participate on and contribute to the Strategic Management Team.
- Assist the Municipality in continuous quality improvement by researching best practices and recommending process improvements and new processes.
- Demonstrating a commitment to safety in the performance of all task.

## **QUALIFICATIONS**

### **Education and Experience**

Undergraduate degree in public administration, public management, community studies, or related field of study, plus a minimum of three years' experiences working in the public sector,

preferably at the municipal government level. The completion the National Advanced Certificate in Local Authority Administration (NACLAA) will be considered an asset.

### **Other Skills**

- Understanding of Municipal Government.
- Understanding of current social, political and economic trends and implications for municipal government.
- Knowledge of applicable provincial legislation and regulations regarding local government operations, in particular the *Municipal Government Act*.
- Research, analyze, interpret, summarize and present administrative and technical information and data in an effective and unbiased manner.
- Sound decision making skills
- The ability to exercise sound and effective judgement and leadership through being an innovative and strategic thinker that others will want to emulate and follow.
- Strong organizational and project management skills
- Adherence to high standards of confidentiality.
- Excellent communication skills (Verbal and Written).
- Grant Writing Skills.
- Ability to make public presentations.
- Ability to work in a team environment, collaborate, and build relationships with a diverse range of stakeholders.
- Knowledge and understanding of computers, including a variety of community applications.

### **CONTACTS**

1. Members of Council and Staff
2. Local Community Stakeholders (businesses, residents, landowners, public)
3. Provincial Departments and Agencies
4. Federal Departments and Agencies
5. Federation of Canadian Municipalities
6. Union of Nova Scotia Municipalities
7. Association of Municipal Administrators of Nova Scotia