



SPECIAL PROJECTS MANAGER

FULL-TIME PERMANENT

The Corporation of the City of Elliot Lake is seeking applications for the position of Special Projects Manager. Reporting to the Chief Administrative Officer (CAO), the Special Projects Manager will lead and conduct corporate programs, projects and initiatives that support corporate organizational goals and develop and maintain effective working relationships with CAO, Senior Management Team members, internal and external partners.

Guided by the goals and objectives of the City of Elliot Lake Strategic Plan and numerous policies and corporate value statements, the Special Projects Manager provides confidential executive, project management and communications support to the CAO.

The preferred applicant will have:

- Degree or Diploma in Business, Public Administration or Economic Development, (although consideration may be given to another professional degree);
- Minimum of three (3) years of experience in strategic and business planning, or policy analysis;
- Minimum of three (3) years in a municipal environment would be considered an asset;
- Project Management designation (e.g. PMP) or business process improvement certification would be considered an asset;
- Experience and familiarity in a computerized environment using Microsoft Office suite is essential;
- Bilingualism (English/French) would be considered an asset
- Strong communication (written, oral and interpersonal), analytical, report-writing, problem-solving, presentation, public relation, strategic planning, organizational and project / time management skills.
- Proficiency in computers, peripherals and software used in administrative environments.
- Demonstrated research, analytical, evaluation and problem-solving skills to identify trends and best practices and develop and recommend solutions.
- Demonstrated organizational awareness in the application of policies, standards, guidelines, priorities and direction to ensure organizational objectives are considered in the development of program approaches.
- Must demonstrate superior judgement, tact and diplomacy and the political acuity to recognize and take into account sensitive political situations and develop appropriate responses / recommendations.
- Must demonstrate a very high proficiency in proofreading and preparing sensitive and confidential information.

- Ability to act proactively and the capacity to multi-task in a fast paced environment responding with flexibility to changing priorities.
- Strong organizational skills including demonstrated experience in the development and maintenance of administrative systems and procedures.
- Proficiency in the research required for and preparation of agendas, minutes and reports including the ability to research legislation, regulations and policies.
- Demonstrated ability to be a team player; able to establish and maintain effective working relationships with fellow employees and the general public.

Please visit our website at www.cityofelliottlake.on.ca for more information on the City of Elliot Lake.

Salary: \$81,087 per year

To submit your application please visit the Indeed website at <http://www.indeed.com> and search City of Elliot Lake.

You can also paste the URL below into your browser to go directly to the posting:

<https://ca.indeed.com/jobs?q=Special%20Project&l=Elliot%20Lake%2C%20ON&ts=1634237344972&rq=1&rsldx=0&fromage=last&newcount=1&vjk=5e1b2f579aec7321&advn=2986696923353181>

DEADLINE FOR SUBMISSIONS IS FRIDAY OCTOBER 31, 2021

All applicants are thanked, but only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered is collected pursuant to the Municipal Act and will be used for the purpose of candidate selection. Accommodations are available upon request for candidates taking part in all aspects of the selection process.