



Requires a Project Manager (Temporary)

An excellent opportunity awaits you at the Township of Georgian Bluffs. The Township of Georgian Bluffs is looking for a dynamic individual to join our team as our Project Manager. Located in Grey County, along the shores of Georgian Bay, the Township of Georgian Bluffs is a mixed urban/rural municipality. With tons of year-round activities, you'll find yourself with a never-ending list of things to do.

Reporting to the Chief Administrative Officer, the Project Manager will support the coordination, implementation, and execution of corporate-wide projects; such as the Community Priority (Strategic) Plan, Fire Master Plan, Short-Term Accommodation Review, Development Charges Review.

The incumbent will coordinate all aspects of assigned projects including, but not limited to, leading cross-functional work teams, consulting with internal and external partners and tracking timelines and project deliverables on an on-going basis to provide feedback on accomplishments and to address shortfalls. This work includes anticipating, identifying, researching, and managing issues and challenges to provide support for informed decision making.

The ideal candidate will have a bachelor's degree or college equivalent in a field related to the functional expertise and a minimum of three (3) years project management experience. A Project Management Professional (PMP) designation would be considered an asset. Strong interpersonal and communication skills and the ability to work effectively and diplomatically coupled with a strong political acuity is required. Expertise and excellence in both written and verbal communication are also required. The successful applicant must be proficient in the use of MS Office applications such as Word, Excel, Powerpoint and the ability to learn the use of additional software applications in-use by the Township.

This is a 14-month contract position. The salary range for this position is \$70,852.60 to \$88,561.20 based on a 35-hour work week. Interested candidates are encouraged to submit in confidence to the undersigned, a resume and cover letter no later than 4:00 PM on February 10, 2023. Job Posting #2023-02.

Human Resources
Township of Georgian Bluffs
Email: hr@georgianbluffs.ca

The Township thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. Accommodations are available for all parts of the recruitment process; applicants must make their needs known in advance.