



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Director of Operations

Permanent, Full-Time

\$167,152.98 to \$208,941.11 annually

The Town of Aurora, located in the heart of York Region and just 30 kilometers north of Toronto, is seeking a dynamic and collaborative Director of Operations.

As a member of the Executive Leadership Team, this position reports directly to the Chief Administrative Officer. The Director of Operations leads a team of 57 dedicated staff in the delivery of services and functions across the Town, including: ensuring the community has access to high-quality natural and urban environments; design, construction, and maintenance of parks; clean, safe and modern roads; sewers; waste collection; and safe water delivery. The department also supports internal clients by providing fleet management services and equipment procurement and maintenance. The overall Operating Budget for the department in 2023 has been approved at \$33 million.

The Director has overall budget of \$15.2 million in 2023 for capital projects of the total \$36 million in Capital Budget Authority.

The Director of Operations works directly with the Chief Administrative Officer to implement policies in support of Council's strategic priorities/direction and to identify/address community issues, needs, service and delivery requirements and recommended solutions. Stakeholder engagement and effectively managing community expectations is critical in this role. The Director must be a collaborative leader with superior communication skills, along with the ability to proactively interface with diverse groups and stakeholders. Developing and maintaining strong communication channels with the community, as well as building a sustainable community through partnerships, operational and business relationships, and public service networks is critical.

Along with a Bachelor's degree and or post graduate studies in Business, Public Administration, Engineering or related discipline, you have at least seven (7) to ten (10) years of progressive experience at a senior management level in a municipal Public Works/Operations environment with experience in a unionized setting. You have a thorough working knowledge of municipal Parks, Fleet, Roads, Water/Wastewater and Waste management operations including program assessment and development, as well as demonstrated knowledge of applicable legislative and regulatory standards, employee and labour relations principles and practices and local government functions and responsibilities.

Posted March 15, 2023

You have excellent relationship management skills, problem-solving, and organizational skills, enabling you to lead your team to deliver on a complex variety of projects and work. Your analytical skills, combined with your financial acumen and written communication skills enable you to prepare detailed reports and budgets for Council. Using your strong interpersonal skills and ability to communicate effectively with a variety of audiences, you deal effectively with all levels of staff and government, elected officials, consultants, developers, contractors, the general public, and community organizations. Using your experience in project-management, and strategic planning, you will strengthen the department's ability to deliver on municipal priorities and objectives. You are known for your leadership skills, with high performance standards, and for building a workplace culture that drives high levels of employee engagement.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** and a **Driver's Abstract** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: hr@aurora.ca by **April 5, 2023** quoting the job title and reference number **23-35**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.