



Job Ad

Organization:	Ministry of Municipal Affairs and Housing
Division:	Northwestern Municipal Services Office
Position Title:	MUNICIPAL ADVISOR
Job Term:	1 Permanent
Location:	435 James Street South, Thunder Bay, P7E 6S7, North Region
Compensation Group:	Ontario Public Service Employees Union
Salary:	\$1,226.42 - \$1,496.39 per week*
Posting Status:	Open
Job Code:	01812 - Supervisor 2 Mun Org Admin
Schedule:	6
Category:	Consulting and Planning
Job ID:	36456

Are you a strategic thinker with proven facilitation and consultation skills? Do you want to have an impact on building strong Ontario communities? Then join our team of professionals and work alongside Ontario's municipal policy and legislative experts within a progressive collaborative culture at the Ministry of Municipal Affairs and Housing, Northwestern Municipal Services Office.

We are seeking an individual with a strong municipal background to:

- provide a full range of advisory and program management services related to municipal organization, fiscal and administrative management and municipal investment readiness
- provide advice to clients
- make recommendations on a wide variety of issues, including policies and related legislation affecting local government and provincial interests
- coordinate service delivery and deliver training
- travel frequently to municipalities within the region

What we are looking for:

You must have:

- proficiency in English and advanced oral French
- valid driver's licence to travel to municipalities that are not accessible through any means of public transportation

Specialized knowledge

You can demonstrate:

- knowledge of and experience in municipal administration, organization, structure and finance
- understanding of the provincial/municipal role

People skills

You have:

- proven communication and consultation skills
- ability to explain/interpret legislation and policies related to municipal activities, such as the Municipal Act and Municipal Affairs Act
- ability to respond to inquiries from the public and media, prepare reports and deliver presentations
- interpersonal, facilitation, consensus-building and negotiation skills
- ability to resolve issues and persuade parties with conflicting agendas to reach consensus

General skills

You have:

- project management, organizational, planning and coordination skills
- ability to prioritize multiple tasks in a timely manner
- research, analytical and problem-solving skills

- ability to conduct research, identify impacts, propose solutions and make recommendations, and to review and evaluate financial information/applications
- ability to travel to urban and remote municipalities throughout the Northwestern region

Posting Date: Monday, May 16, 2011

Closing Date: Tuesday, May 31, 2011 11:59 pm EST

How to apply:

1. You must **apply online**.
2. You must show how you meet what we are looking for clearly, completely and concisely. We rely on the information you provide to us.
3. Read the **job specification** to make sure you understand this job.
4. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
5. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Remember: The deadline to apply is Tuesday, May 31, 2011 11:59 pm EST.

Late applications will not be accepted.

Note: We thank you for your interest; however, we will contact you only if we choose you for further screening or an interview.

N-MA-36456/11

**The Ontario Public Service is an equal opportunity employer.
We will accommodate your needs under the Ontario Human Rights Code.**

*Indicates the salary listed as per the OPSEU Collective Agreement.