

Yarmouth Area Industrial Commission Job description

<u>Position Title:</u>	General Manager (GM)
<u>Designation:</u>	20 hours/week, 6 month probation
<u>Reports to:</u>	Yarmouth Area Industrial Commission Board (the Board)
<u>Direct reports:</u>	1
<u>Location:</u>	Yarmouth Port Office
<u>Hours of work:</u>	flexible schedule
<u>Salary Range:</u>	\$28.50 - \$30 per hour

Job Summary: Reporting directly to the Board, the GM is responsible for the day-to-day operations of the Industrial Commission; implementing Board strategy and direction, administering all contracts, leases and agreements as well as the book-keeping, budgeting, monthly reporting and annual audit.

Health and Safety is everybody's responsibility. The Yarmouth Area Industrial Commission values the safety of its employees and therefore requires all employees to honour and adhere to the NS Occupation Health and Safety Act.

As employees of Industrial Commission we are collectively responsible for providing a work environment that is free of workplace violence and harassment; where individuals are treated with dignity and respect; and that is safe. Maintaining a safe, respectful, professional and harassment-free workplace is everyone's responsibility. Policies guide our standards and expectations in these areas as we fulfill the duties of our positions.

Specific duties and responsibilities:

- Board Advisory and Support:
 - Support the Board in the carriage of its mandate as defined in the Intermunicipal Agreement
 - In cooperation with the Board Chair, compile business items for the Board's review and decision at monthly meetings
 - Attend all Board meetings
 - Provide the Board Administrative Assistant with material for the preparation of the Board agenda packages
 - Review draft minutes as prepared by Board Administrative Assistant prior to submission for Board approval
 - Provide timely, data informed recommendations to the Board on all aspects of Industrial Commission Operations
 - Recommend contract and procurement approvals to the Board as required by Policy
 - Implement the strategy and motions of the Board
- Port of Yarmouth: Leases, Maintenance & Capital Planning
 - Complete the implementation of the Yarmouth Seaport Incorporated (YSI) Lease; support where necessary and according to the Lease facilitating a successful transition and on-going implementation
 - In the absence of a viable lease with YSI, plan, recommend and implement maintenance and capital repairs on port infrastructure

Yarmouth Area Industrial Commission Job description

- Oversee all aspects of the Port berthage sales and accounts receivable collections
- Liaise with all Port clients as account manager and ensuring berthage capacity is consistently sold
- Recommend berthage rates to the Board for approval
- Ensure necessary Transport Canada certifications are maintained as needed for Board initiatives (i.e. Occasional Use Marine Facility for small cruise ships)
- **Medical Clinic Leases**
 - Administer the leases for the medical clinics under the lease terms and conditions
 - Liaise with the Nova Scotia Health and clinic tenants on lease administration matters
- **Book-keeping and Financial**
 - Prepare annual budget (operating and capital) for Board approval ensuring same submitted to the Municipalities
 - Complete weekly and monthly bookkeeping (accounts receivable, accounts payable, invoicing, collections for delinquent accounts)
 - Prepare and process all payroll, monthly remittances, T4's, ROE's, Workers' Compensation remittance, HST remittances
 - Report monthly to the Board
 - Work with Auditors ensuring annual audit is completed, filed with the Board and forwarded to the Municipalities
 - Procure goods and services for the YAIC in accordance with Provincial and Board legislation, regulations and policies
 - Negotiate insurance renewals for property, general liability, marine liability and Directors' Errors & Omissions policies
- **General**
 - Participate in industry associations as the Board's senior executive
 - Represent the Board on all administrative and operational matters
 - Advance the interests of the Board
 - Liaise with the Chief Administrative Officers of the Municipalities
- **Other duties as directed by the Board**

Working environment:

- Communication with public
- Political acuity
- Will be working at a desk, writing and using computer; variable outdoor weather conditions; some travel
- Collaborative work teams

Qualifications:

- Post secondary education in business administration with at least 5 years experience at a senior level OR equivalent experience at the executive level
- Exercises tact and diplomacy, strong relationship-building skills, able to build trust with internal and external stakeholders
- Political acuity; understanding of the municipal political process
- Thorough understanding lease administration, contract negotiations
- Experience reporting to a Policy-Governance Board

Yarmouth Area Industrial Commission Job description

- Understanding of municipal infrastructure, engineering, operations, municipal finance, and risk management
- Ability to effectively communicate and explain complex issues to a variety of audiences
- Strong written and verbal communication skills, including writing or presenting reports
- Self-starter with strong organizational and time management skills to meet the challenges of a varied and busy work environment
- Ability to use Microsoft Outlook, Word and Excel at an advanced level. Familiarity with PowerPoint an asset
- Demonstrated excellent communications skills
- Demonstrated initiative and independent judgment

I have read and understood the above job description and I am capable of performing these duties and responsibilities. I understand that this job description is meant as a general guide and not meant to include every duty or responsibility that I am asked to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Employee name

Signature

Date