

Municipality of Central Manitoulin

Job Description: Project Manager

June 2026

POSITION: Project Manager

REPORTING RELATIONSHIP: Reports to CAO/Clerk.

PURPOSE OF POSITION:

- The purpose of this position is to perform administrative, financial and clerical work in assisting the municipal CAO-Clerk and CFO
- Assist the CAO-Clerk and the CFO with policy advice to Council, generally coordinating the overseeing the Municipality's affairs and resources, subject to legislation and Council policy.
- To support the proceedings of Council and ensure compliance with the *Municipal Act* and other applicable legislation.

SCOPE OF POSITION:

- Responsible and accountable for helping to coordinate with the CAO/Clerk and the CFO in performance of the statutory duties of the Municipal Clerk and Municipal Treasurer, as defined in the *Municipal Act* and other acts of the Legislature.
- As municipal coordinator the person is expected to assist with coordinating policy advice to Council and its Committees and to effectively assist in the coordination, implementation and administration of Council's decisions.

RESPONSIBILITIES:

- a) Coordinate RFP process, including the preparation of the RFP, give advice on the selection of the appropriate supplier.
- b) Balance multiple proposals, ensuring milestones are reached.
- c) Ensure that the municipality meets Accessibility standards on an ongoing basis.
- d) Coordinate projects that the Municipality undertakes, from RFP development to project completion.
- e) Coordinate all aspects of the Drainage Projects with the Drainage superintendent that the municipality undertakes.
- f) Apply for funding for the various projects as appropriate, managing the budgets of the projects and completing all final submission of forms as necessary.
- g) Coordinate the preparation and maintenance of the asset inventory of the municipal capital assets plan.
- h) Provide assistance to the CAO/Clerk and CFO.
- i) Discharge other duties and responsibilities as may from time to time be assigned by the CAO/Clerk.

WORKING CONDITIONS:

- Usual public office conditions. Work is subject to hectic peak periods (e.g. budget time) the incumbent is expected to organize work, deal with frequent interruptions, and respond to public input.
- Usual hours of work are 8:30 a.m. to 4:30 p.m. Monday to Friday (1 hour lunch) for a 35 hour week. Additional hours will result from evening attendance at Committee, Board and Council meetings.

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WORKING RELATIONSHIPS:

- With Council and its Committees – Assist with providing advice and guidance on policy matters; fulfill statutory requirements; and obtain policy direction.
- With Municipal Staff - coordinate efforts in pursuit of Municipal plans and priorities.
- With Provincial/Federal Ministries, Solicitor and Auditor – Assist with maintaining effective liaison as an administrative representative of the Municipality; and obtain current information regarding legislation, grants, etc.
- With The Public - Explain Municipal policies and programs; provide information and guidance; maintain a firm but diplomatic demeanor with the public and share information with other municipalities.

KNOWLEDGE AND SKILLS:

1. Post Secondary Education in a related field or a combination of equivalent experience and education
2. Project management, proposal writing, effective organizational, and management and communication skills.
3. A high degree of language comprehension to understand Provincial and Federal statutes and policies that affect municipal administration.
4. Accounting and computer skills working with Asyst, Word, Excel.
5. Technical knowledge of the construction process/building trades would be an asset.
6. Municipal administration training, such as the AMCTO or CMO designation or a high level of equivalent experience would be an asset.

IMPACT OF ERROR:

Judgement errors and management mistakes could lead to ill-conceived and administered policies, ineffective decision making, confusion and possible financial, legal and political repercussions.

CONTROL:

Direction from the CAO/Clerk, the existing by-laws, resolutions and policies of the Municipality, and finally, Provincial and Federal government statutes and regulations.