

The District Municipality of Muskoka is currently recruiting for a Project Manager for Early Learning and Child Care Workforce Development

The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

Reporting into the Director level and a member of the Children’s Services Leadership team, the Project Manager (PM) is responsible for the coordination, design, implementation, execution, and completion of projects within the Children’s Service Division in particular Muskoka ECE Workforce Capacity and Innovation Strategy for the Early Learning and Child Care Sector. The PM will ensure the work is completed in a manner that is consistent with the strategy, commitments and goals. Projects may be capital or operational in nature and while the PM is expected to have functional expertise, may be required to work cross-departmentally to support all projects underway across the corporation. The PM will ensure that all appropriate departments and required stakeholder partners are involved in projects.

What you will do:

- Manage all aspects of assigned projects to be on time, in budget and within scope.
- Assist with or develop the project plan which may include implementation strategy, scope, risks, identification of roles and responsibilities of various project members as well as project post mortems.
- Develop project specification documents, prepare procurement documentation, negotiate and develop contract agreements, generate project estimates, evaluate tendered bids and make recommendations for award of contracts and administer related contracts.
- Plan and organize the activities of various team members, including District staff and consultants, to ensure high standards of project delivery.

What you will need:

- University degree in a field related to the functional expertise requirements of the department where the Project Manager will work – e.g. Child Development, Early Learning
 - Project Management Professional (PMP) designation would be an asset
 - Certification/ designation in the area of functional expertise will also be considered an asset (Registration with the College of Early Childhood Education)
- Three to four years’ experience in a related discipline, including 2 years’ project management experience.

For a full outline of the responsibilities and requirements, please review the next page.

What we are offering

This is a Temporary Full-time opportunity at the District up to 18 months. The annualized compensation range for this role is **\$90,282 to \$106,297**. The District is also proud to offer the following to our temporary employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “How to Apply” instructions on our website and then submit your application: www.muskoka.on.ca/careers

This posting closes on Wednesday, February 28, 2024 @ 12:00 p.m.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.



JOB DESCRIPTION
Project Manager (Generic)

Department:	ALL	Reports to:	Director (various)
Effective Date:	February 2021	Supersedes:	Project Manager – WWW Project Manager – Waste Management Project Manager - CAPS
Classification:	Non-Union, Staff Class NU7	Job Evaluation Date:	February 2021 (pre-evaluation)

POSITION SUMMARY:

Reporting into the Director level in the corporation, the Project Manager (PM) is responsible for the coordination, design, implementation, execution, and completion of projects within their functional areas (e.g., corporate projects, municipal infrastructure (water & wastewater, roads, bridges, etc.), waste management, technology, environmental, social services, etc.). The PM will ensure the work is completed in a manner that is consistent with District strategy, commitments and goals. Projects may be capital or operational in nature and while the PM is expected to have functional expertise, may be required to work cross-departmentally to support all projects underway across the corporation. The PM will ensure that all appropriate departments and required stakeholder partners are involved in projects.

DUTIES & RESPONSIBILITIES (not limited to):

- Manage all aspects of assigned projects to be on time, in budget and within scope.
- Assist with or develop the project plan which may include: implementation strategy, scope, risks, identification of roles and responsibilities of various project members as well as project post mortems.
- Develop project specification documents, prepare procurement documentation, negotiate and develop contract agreements, generate project estimates, evaluate tendered bids and make recommendations for award of contracts and administer related contracts.
- Plan and organize the activities of various team members, including District staff, community partners, educational institutions, licensed child care operators, economic development professionals and consultants to ensure high standards of project delivery.
 - Develop communication protocols to ensure all key stakeholders are aware of milestones, achievements and any issues through-out the project lifecycle. Provide timely updates to all users.
 - Facilitate and ensure individual and team roles and responsibilities are understood; performance measurement objectives are identified, measured and monitored on an on-going basis in order to provide positive feedback on accomplishments and to ensure immediate action is taken to address shortfalls.
- Anticipate, identify and manage emerging issues, trends and challenges to provide support for informed decision making and outline appropriate mitigating solutions or improvements.
- Assist with the preparation and monitoring of annual departmental budgets and expenditures.
- Prepare reports and assist with make presentations to the associated Standing Committees, project committees, management teams, and other parties, as required.
- Ensure compliance with District by-laws, provincial and federal statutes, regulations and guidelines.
- Ensure that employees and contractors work safely and in compliance with applicable statutes and regulations and with the safe work procedures and directives as established by the District.
- Related duties as assigned

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MINIMUM EDUCATION, EXPERIENCE & QUALIFICATIONS:

- University degree in a field related to the functional expertise requirements of the department where the Project Manager will work – e.g. Child Development, Early Learning
 - Project Management Professional (PMP) designation would be an asset
 - Certification/ designation in the area of functional expertise will also be considered an asset (Registration with the College of Early Childhood Education)
- Three to four years' experience in a related discipline, including 2 years' project management experience.
- Proven ability to lead major projects and initiatives from concept to completion through the use of project management techniques, public relations/ communication, and conflict resolution processes.
- Demonstrated success in handling a number of ongoing / simultaneous projects.
- Proven ability to design and implement change and achieve performance objectives.
- Sound research, technology and analytical skills to assess research findings, synthesize information, identify key issues, barriers and opportunities, and propose viable recommendations.
- Strong communication, organizational, analytical, interpersonal, team building and coaching skills.
- Well-versed in various computer software applications (word-processing, spreadsheet, project management software).

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