

Parry Sound Area Community Business & Development Centre Inc.

Job Description - General Manager

Fall 2018

Reporting to the Board of Directors of the Parry Sound Area Community Business & Development Centre Inc. (CBDC) the General Manager provides leadership in the development, promotion and delivery of the programs and services of the CBDC .

The General Manager provides for the control, management and effective administration of the business affairs of the corporation and serves as the principal advisor to the Board.

Responsibilities:

1.) *Board of Directors*

- a.) Assists the Board in achieving progress towards the organization's stated mission, aims and objectives.
- b.) Provides appropriate, adequate and timely information to the Board and sees that the Board is kept informed on the condition of the organization and all important factors influencing it.
- c.) Works effectively with the Executive Committee and the Board as a whole, maintaining good communications and a collegial professional environment.
- d.) Advises and acts as a resource to the Board and committees.
- e.) Assists the Board in the development of its strategic plan and tracks performance against same

2.) *Policy*

- a.) Implements and monitors compliance with the by-laws and policies of the Corporation and Board directives.
- b.) Implements the objectives and policy decisions of the Board.
- c.) Monitors the policy and legislative activities of government and reports to the Board on issues of import to the Corporation.
- d.) Identifies the need for policy, develops policy options with supporting analysis and recommends appropriate policy direction to the Board

3.) *Program Development and Delivery*

- a.) Shows creativity and initiative in developing new programs and organizational plans to facilitate community

economic and business development .

- b.) Provides leadership in the promotion and delivery of the programs and services of the Corporation that meets or exceeds program goals in quantity and quality.
- c.) Evaluates how well goals and objectives have been met and offers corrective strategies as required.
- d.) Demonstrates quality of analysis and judgement in program planning, implementation and evaluation.
- e.) Maintains and utilizes a working knowledge of significant developments and trends in the field.

4.) Administration and Human Resource Development

- a.) Provides leadership, direction, control and coordination to all staff and delegates appropriate levels of freedom and authority.
- b.) Maintains appropriate balance between programs and administration.
- c.) Encourages staff development and education, assists program staff in relating their specialized work to the total program of the organization.
- d.) Ensures that suitable systems, policies and processes for personnel management, office space, information technology and risk management are in place.
- e.) Maintains current and accurate records.
- f.) Submits timely and accurate reports.

5.) Government, Community and Client Relations

- a.) Establishes sound working relationships with FedNor and other local, provincial and federal government agencies and their representatives.
- b.) Maintains a positive professional reputation in the local community and cultivates cooperative arrangements with community organizations and representatives.
- c.) Provides support to area stakeholders in the development of regional community economic development strategies.
- d.) Develops and enhances the Corporation's relationships with prospective clients of the organization.

6.) Financial Management

- a.) Assures that the operating agreements with FedNor are developed and the conditions of financial reporting required in these contracts are provided within the time lines agreed upon in the contracts.
- b.) Assures adequate control and accounting of all funds, including developing and maintaining sound financial practices.
- c.) Directs the preparation of the annual budget, monitors cash flow, and ensures the Board regularly receives financial statements and budget forecasts.
- d.) Maintains official records and documents, ensures compliance with federal and provincial regulations and reporting requirements.
- e.) Ensures that funds are disbursed in accordance with contract requirements.

7.) Communications

- a.) Serves as an effective spokesperson for the organization, represents the programs and point of view of the Corporation to agencies, other organizations and the general public.
- b.) Ensures the development, publication and distribution of the various publications of the corporation including media releases.

8.) Leadership

- a.) Fosters strong staff relations and is attentive to staff morale and team building.
- b.) Fosters a collegial and cooperative culture based in trust and support.
- c.) Demonstrates good judgement in dealing with Board, staff, the public and government representatives

9.) Other

- a.) Performs other related duties as assigned by the Board of Directors.