

About Asset Management Ontario

Asset Management Ontario (AMOntario) is a non-profit volunteer community of practice comprised of public sector asset management practitioners across Ontario. The objective of the organization is to share information and best practices to satisfy the growing needs of the asset management profession relating to public infrastructure.

Our membership spans a variety of expertise and backgrounds including finance, engineering, planning and other disciplines.

Asset Management Ontario membership is available to all municipal practitioners at no charge. Services offered includes:

- Access to quarterly working group meetings
- Access to online resources and webinars
- Updates on the changing asset management landscape in Ontario, nationally and globally.
- Topic-specific project groups
- Workshops & Training sessions*
- Annual General Meeting*

For more information on AMOntario visit <https://www.amontario.ca/>

Contract Details & Scope

AMOntario is currently seeking an ED/PD. Reporting to the Chair, the Executive Director/Program Director is responsible for leading the execution of Asset Management Ontario's strategic program including assigned projects and initiatives, and day-to-day administrative oversight.

This position is part-time position and, on average, is expected to require a commitment of 3 days per week. The actual hours worked vary according to the time of year.

The successful candidate for the position shall have extensive municipal asset management experience, excellent project management and communications skills and strategic agility. Prior management experience is an asset. Additionally, the successful candidate must have a complete home-office facility with all required communications equipment including computer(s), printer (colour and black & white laser), fax machine, digital scanner, Microsoft Office software (current versions of Word, Excel, PowerPoint, Publisher), file conversion software, graphic software etc.

The successful candidate shall be considered at all times to be an independent contractor and shall be responsible for complying with all CRA rules and regulations (including the payment of all income taxes and HST). He she shall have a vehicle for use at all times and shall be fully responsible for maintenance, servicing, gas, insurance etc.

The contract position shall be for eighteen months, and subject to a negotiated renewal for subsequent terms.

Compensation commensurate with experience.

Please direct any questions to curtisching@amontario.ca.

Please apply using the following link: <https://goo.gl/forms/rb4wtkaEZUwwToWX2>

The type and extent of work will vary depending on active priorities and projects. However, as a minimum, it is expected to include the following general activities:

Leadership and Technical Duties

- Building strategic relationships and promoting partnerships with related organizations and government agencies, and coordinating joint undertakings with such organizations.
- Represents AMOntario as required, by participating as required, on various committees and with external bodies/task forces.
- Monitors provincial and federal policy, technical and legislative initiatives on asset management.
- Provides policy and technical support to the Board including providing summaries and updates on emerging trends and new issues/initiatives, developing policies/positions, formulating recommendations and preparing/presenting reports for consideration.
- Manages communication plans with respect to key messages, content, consistency with other agencies, relevance to current issues including developing draft content. This involves ensuring the web page and social media is current and updated and includes links to relevant and topical information in the industry.
- Support the identification, establishment and implementation of committees, projects, initiatives and programs in support of AMOntario's Vision and Mission.
- Serve as Project Manager on projects as assigned.
- Research and prepare proposals to secure funding for AMOntario

Administrative Duties

- Assist in the preparation and distribution of correspondences, meeting agendas and minutes and other such communications as directed.
- Attend and serve as recording secretary for all Committee meetings, General Membership meetings and other such meetings as directed.
- Coordinate the distribution of materials and information.
- Assist with the planning, promotion, administration and execution of events.
- Process and post payments for event registrations, sponsorships and exhibitor sales.
- Under the direction of the Treasurer prepare monthly financial statements.
- Maintain database as to processing requests for mailings and distribution of materials.
- Serve as website administrator in editing content and event registration on website.
- Responds to inquiries from municipalities, ministries, public/private sector on information requests and matters relating to asset management; provides technical advice and perspective on same; attends meetings as requested.