

CITIZENS FIRST THROUGH SERVICE EXCELLENCE

*We have an exciting **Full Time Non-Unionized** opportunity in the **Building Standards Department** for an experienced and motivated individual*

**Supervisor, Business Services
(JOB # J0818-0626)**

Vaughan is a city on the move. With a downtown core rising from the ground, a state-of-the-art hospital under construction and a bustling subway, these exciting projects are transforming the community. Be part of something amazing and build your career at the City of Vaughan. As one of the fastest growing municipalities in Canada, we are committed to providing a thriving work environment, excellent benefits, learning and growth opportunities and a place where collaboration and teamwork is fostered. Excellence demands brilliant personalities, visionary thinking and a passion for public service. Vaughan is your place to grow.

Responsible for supervising and coordinating the administration and performance of the business services operations. Provides leadership and guidance to staff, maintains department website, supports financial management of the department including preparation and monitoring of budget, creates and maintains new/existing policies and standard operating guidelines, researches, assesses and prepares report for Council. Supports Manager in the administration of the Section and participates in committee work. Manages special projects as assigned. Prepares training strategy and organizes training workshops.

Qualifications and experience:

- University degree in Business Administration or suitable equivalent. Master of Business Administration (MBA) or Master of Public Administration (MPA) is preferred.
- Minimum of five (5) years related experience in developing business plans, budgets, policies and customer service management with a minimum of two (2) years supervisory experience, preferably in a public-sector environment.
- Building Code Qualifications is considered an asset.
- Membership with Ontario Building Officials Association and/or other related organizations is considered an asset.
- Excellent analytical, report writing, grammatical and problem-solving skills coupled with effective organizational skills, and ability to meet deadlines and work well under pressure.
- Ability to conduct oneself in a manner bestowing tact and diplomacy in a political environment.
- Knowledge of and demonstrated ability in the City's core and leadership competencies as well as relevant departmental functional competencies.
- A valid Ontario 'G' driver's license, in good standing, with access to a reliable vehicle for corporate use.
- Ability to work outside normal business hours, as required.
- Maybe required to lift rolls of drawings weighing up to 10 kg.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [click here](#) to apply online by **Friday, September 28, 2018**.

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.