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## Position Vacancy: Strategic Initiatives Coordinator

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*Great City, Great Work, Great Future!*

DEPARTMENT:	Office of the CAO	STATUS:	Temporary Fulltime (12 months)
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$72,447 to \$85,559 annually

The City of New Westminster is seeking a qualified individual to fulfill a temporary role within the Office of the CAO. Reporting to the Manager, Strategic Initiatives & Sustainability, you will perform specialized administrative and technical work related to the identification, evaluation, prioritization and implementation of the City's strategic initiatives. In this position, you will assist with the development, implementation and monitoring of the strategic initiatives work plan, and oversee assigned actions from the work plan. You will be responsible for researching, developing and recommending policies subject to Council approval; reviewing and evaluating progress on strategic initiatives and activities; and participating in committees, working groups and task forces. In the course of the work, you will prepare a variety of reports, records, correspondence and make presentations regarding projects, policies and programs to various internal and external groups. You will also recommend and develop procedures and guidelines. Considerable independence of judgement and action are exercised in the work.

### REQUIREMENTS:

- A University Degree in planning, engineering, business or related field with considerable related experience supporting large corporate and public initiatives.
- Considerable knowledge of the philosophy, principles, practices, strategies, methods, techniques, objectives and systems applicable to strategic initiatives. Knowledge of environmental assessment practices and best practices in corporate and community sustainability would be a considerable asset.
- Considerable knowledge of group organizing and facilitating group decision making.
- Considerable knowledge of local government operations, including parks and recreation facilities, municipal infrastructure and land use development and regulatory processes.
- Considerable knowledge and experience related to policy and financial analysis with the ability to monitor project budgets and to prepare and maintain reports and records related to the work.
- Demonstrated project management skills, with the ability to develop and implement projects and initiatives and the ability to manage and lead project teams and meetings.
- Demonstrated ability to deal effectively and tactfully with a wide variety of groups and internal and external contacts and to provide direction and leadership to same.
- Well-developed relationship building skills and ability to maintain effective working relationships and partnerships with a variety of internal and external contacts, including senior managers, staff, staff of other agencies and the public.
- Engaging presentation skills and ability to prepare and present a variety of information, education and communication materials to colleagues and the public.
- Excellent communication skills (both oral and written).
- Sound analytical and problem solving skills and the ability to make decisions in accordance with applicable regulations, policies and procedures, and to carry out work with minimal supervision.
- Sound organizational skills and ability to plan and work within deadlines.
- Driver's license for the Province of British Columbia.

Apply by sending your resume quoting **competition #17-141, by November 14, 2017** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*We thank all applicants in advance; however, only those selected for an interview will be contacted.*

*The City of New Westminster is committed to employment equity.*

*We welcome diversity and encourage applications from all qualified individuals.*