



THE CORPORATION OF THE MUNICIPALITY OF SOUTH HURON
322 Main Street South, PO Box 759, Exeter, ON N0M 1S6
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WEBSITE: www.southhuron.ca

Job Posting 12 Month Contract – Asset Management Analyst 1 Full-Time Vacancy

The Municipality of South Huron invites applications for the position of Asset Management Analyst within the Financial Services Department. This is a 12 month contract for a maternity leave replacement with an anticipated start date of April 24, 2023. This position reports to the Deputy Treasurer to provide support in maintaining, recording, and reporting the Municipality's tangible capital assets (TCA) and the development of a comprehensive asset management program.

The ideal candidate should have the following Education, Qualification, Knowledge and Skills:

- Post-secondary diploma or degree in Accounting or Business Administration
- A minimum of two (2) years of relevant and progressive work experience, in municipal accounting or finance.
- Must have knowledge of municipal asset management principles, processes and practices including working knowledge of relevant legislative requirements, financial planning, and life-cycle principles.
- Certificate in or completion of Asset Management courses considered an asset.
- Experience in Tangible Capital Asset records an asset.
- Experience using CityWide or related programs would be an asset.
- An equivalent combination of experience and education may be considered.
- Knowledge and experience in Asset Management Plan Development, and the use of Asset Management software.
- Knowledge of relevant legislation governing the management of assets and infrastructure, including understanding of PS3150, PS3260 and PS3280 and Asset management Regulation.
- Knowledge of relevant legislation governing the financial operations of municipal government.
- Strong technical knowledge or principles, best practices, and techniques of managing municipal infrastructure assets.
- Flexibility in regard to workload and schedule as frequent interruptions are expected and attendance outside of office hours will be required
- Works effectively as a member of a team

Working conditions:

Work occurs in an office environment with a degree of public contact, as well as exposure to highly sensitive and confidential issues. This position requires long periods of sitting, as well as consistent visual concentration upon computer screens. Occasional lifting of boxes is required. Hours of work are scheduled within the core operating hours of 8:30 a.m. – 4:30 p.m., Monday through Friday. Occasional overtime may be required to deal with peak periods. Attendance at after-hours meetings and special events may be required from time to time.

Hourly Range: \$36.42 - \$42.84.

A detailed job description is available by contacting jfinkbeiner@southhuron.ca or by calling 519-235-0310 ext. 246.

Please submit your application no later than **4:30 PM on Friday, March 10, 2023** preferably by email to:

Justin Finkbeiner, Talent and Workforce Manager
Municipality of South Huron
322 Main Street South
P.O. Box 759
Exeter, ON N0M 1S6
Email: jfinkbeiner@southhuron.ca

We thank all applicants for their interest in this position; however, only those being considered for an interview will be contacted. Personal information is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act* and is used for candidate selection purposes only. Accommodations are available upon request for all parts of the recruitment process.