

Senior Government Managers and Officials

Description

Senior government managers and officials plan, organize, direct, control and evaluate, through middle managers, the major activities of municipal or regional governments or of provincial, territorial or federal departments, boards, agencies or commissions. They establish the direction to be taken by these organizations in accordance with legislation and policies made by elected representatives or legislative bodies.

Duties:

- Establish objectives for the organization in accordance with government legislation and policy, formulate or approve and evaluate programs and procedures alone or in conjunction with senior government committees
- Advise elected representatives on policy questions and refer major policy matters to these representatives for final decision
- Recommend, review, evaluate and approve documents, briefs and reports submitted by middle managers and senior staff members
- Co-ordinate department activities with other senior government managers and officials
- Make presentations to legislative and other government committees regarding policies, programs or budgets
- Allocate human and financial resources to implement organizational policies and programs
- Establish financial and administrative controls.

Other titles:

- chief statistician – government services
- high commissioner
- Human Rights Commission chairperson
- assistant deputy minister
- executive director – government services
- director general – government services
- city administrator
- chief administrative officer – regional municipality
- deputy minister
- county clerk
- town clerk

(Government of Canada National Occupation Classification)

Skills

Verbal & written communication	Strategic thinking	Leadership	Problem solving	Presentation skills
Coordination	Neutrality	Organization	Time management	Professionalism

Education/Training Requirements

Ontario Secondary School Diploma (OSSD)

- Most college/university programs in Ontario require an OSSD or Mature Student Status

Post-secondary diploma/degree

- A university degree or college diploma is usually required
- Completion of a recognized medical transcription program for medical transcriptionists

Certification

- Several years of managerial experience in the public or private sector are required

Potential Earnings in Durham Region

The average and median wages and salaries for individuals employed as senior government managers and officials are as follows. Place of Residence (POR) is defined as individuals who reside within the Durham Region. Place of Work (POW) is defined as individuals who are employed within the Durham Region.

Median Wages and Salaries (POR)	Average Wages and Salaries (POR)	Median Wages and Salaries (POW)	Average Wages and Salaries (POW)
\$98,731	\$95,298	\$109,128	\$113,622

Employment Prospects

Industry (NAICS)	Jobs in Durham Region (POW)	Durham Region Residents Employed (POR)
9112 – Other Federal Services	25	50

(Ministry of Advanced Education and Skills Development 2016 data in Durham Workforce Authority's 2017 Sector Report)