



Town of Blackfalds

Position Description

Title:	Director of Corporate Services
Reports To:	Chief Administrative Officer (CAO)
Direct Reports:	Corporate Services Manager Information Technology Manager
Position Summary:	Participates collaboratively as a member of the senior management team. Responsible for the efficient and effective oversight of the Municipality's finances and the Corporate Services Department's programs, processes, and functions.

Required Knowledge, Skills and Abilities

- Effective, strong financial management skills
- Ability to develop and implement operations, policies, and procedures
- Cash management and proven investment abilities
- Knowledge with municipal IT programs including Diamond financial systems, Questica, HRISMyWay and Microsoft Office Suite
- Effective management, team building, leadership and supervisory strengths
- Commitment to continuous improvement and excellent customer service
- Familiarity with Municipal Government Act, other provincial statutes and some administrative law
- Superior verbal and written and presentation abilities
- Good general knowledge of records management and retention

Position Requirements

- Responsibility for the Town's financial functions including the development of operating and capital budget preparation and presentations
- Evaluates the effectiveness of the Corporate Services department policies,

programs and resources to established objectives, undertaking reviews and making recommendations to the CAO for appropriate action

- Oversees functional areas of purchasing, insurance, benefit plans and payroll services, invoicing and accounts payable/receivable services, cashier and collection systems
- Develops and maintains a positive and proactive Customer Services philosophy throughout the department responding to public and media inquiries and complaints according to approved procedures
- Assists the CAO and department heads in the preparation of the annual budget and long-term financial planning. Takes a lead role in the development and approval of departmental operating/capital budgets and long-range budget forecasting that support the department's mandate
- Responsible for the administration of all bank accounts, interest accounts and investments in accordance with established policy to ensure adequate cash flow while maximizing return on investment to the Town.
- Works collaboratively with Council, CAO and other department heads in achieving goals and strategies as set out in Municipal strategic and sustainability planning processes
- Plans and directs all activities related to Information Technology through internal staffing resources as well as contracted services ensuring that technology is current and meets all Town requirements
- Liaises in areas of responsibility with outside sources including auditors, officials of banking and insurance institutions, as well as various levels of Government to ensure the Town's interests are protected
- Participates in meetings regularly with the senior management team and facilitates meetings with the Corporate Services department employees to stay abreast on operations, facilitate two-way information exchange and provide input for operational critique and improvement
- Attends, or is represented by, all meetings of Council, Special Task Forces, Boards and Commissions appointed by CAO, and assists in the decision-making process by providing advice, guidance and consultation as required
- Develops and implements an appropriate risk management system. Directs and supervises the proper maintenance of insurance coverage, policies, records and processing of damage claims
- Reviews, updates, and drafts bylaws and policies relevant to the Corporate Services department
- Oversees the Town's Municipal Election process, the Town Census as well as other initiatives as may be assigned
- Assumes the role of Deputy Director of Emergency Management for the Town of Blackfalds in emergency situations
- Acts as designated signing authority for the Town of Blackfalds



Preferred Education and Experience

- Experience and training in a Municipal Administration environment
- National recognized certification in Local Authority Administration preferred
- Bondable and Commissioner for Oaths in and for the Province of Alberta
- Experience in financial planning, property tax and assessment, cash flow, investment and insurance
- Undergraduate degree in business administration with a recognized CPA accounting designation
- Five to seven (5-7) years of senior management experience preferably within public or municipal administration
- Current Standard First Aid & CPR
- Additional Requirements:
 - a. Must be a minimum 18 years of age
 - b. RCMP Criminal Record Check with Vulnerable Sector Screening
 - c. Valid Driver's License with current Drivers Abstract

Physical Demands

- Office Duties, program planning and supplies, public engagement, event set up & take down, meetings with municipal partners
- Lifting to 50lbs. on the occasional basis
- Office equipment (computers, scanning, photocopy) stand up banners, cameras, utility knives, memory keys – USB, tables, chairs, decorations
- Low level and waist level lifting to 20lbs. as well as overhead reaching and above shoulder lifting, could also include trunk rotation and side carrying with either dominant or non-dominant hands
- Pushing and pulling of supplies
- Sitting for long periods of time

Work Environment

- The noise level in the work environment is quiet to loud
- Potential interactions with concerned members of the public



Conclusion

This position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This position description is intended to convey information essential to understanding the scope, the general nature and level of work expected to be performed.



CAO

Approved/Revision Date: August 12, 2019

