

Blackfalds is one of Canada's youngest and fastest growing communities; with a population of 10,125 and a growth rate of 2.11% in 2018.

Ideally situated in Central Alberta, midway between Alberta's two largest urban Centre's, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment.

Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

If you are looking to be a part of a hardworking and fun loving team in our community, please learn more about the Town of Blackfalds at www.blackfalds.com. We look forward to receiving your résumé!

Job Title – Director of Corporate Services

Position Summary: The Town of Blackfalds is looking for a candidate who would efficiently and effectively oversee the Municipality's finances and the Corporate Services Department's programs, processes, and functions.

The position description can be seen in its entirety at www.blackfalds.com

Requirements and Qualifications: As part of the senior management team you will participate collaboratively with Council, the CAO and other department heads in achieving goals and strategies as set out in Municipal strategic and sustainability planning processes.

You possess experience and training in a Municipal Administration environment with Local Authority Administration certification. You are bondable and a Commissioner for Oaths in and for the Province of Alberta. You have experience in financial planning, property tax and assessment, cash flow, investment and insurance with an undergraduate degree in business administration and a recognized CPA accounting designation

Hours of Work: The hours of work are based on a 35-hour work week with the possibility of varying schedules due to evening Council, Special Task Forces, Boards or Commissions meetings, the annual audit, budget season and year-end.

Salary: The salary range for this permanent full-time out-of-scope position is \$128,676 - \$ 144,910 and includes a competitive benefits package.

How to Apply: The Town of Blackfalds is an equal opportunity employer and encourages individuals interested in this position to submit a cover letter and resume to the address below. If applying by e-mail, please ensure your name and the job title is included in the subject line. This position will remain open until a suitable candidate is identified.

Pre-employment requirements are a Criminal Record Check, Vulnerable Sector Search, Intervention Record Check, valid Class 5 Alberta Driver's License and satisfactory Driver's Abstract.

We appreciate and consider all applications, however only candidates selected for an interview will be contacted.

Town of Blackfalds, Box 220, 5018 Waghorn St, Blackfalds AB, T0M 0J0
Attention: Human Resources P. 403.885-4677 (ext.6366)
Email: hr@blackfalds.com website: www.blackfalds.com