



Position Description

POSITION TITLE: Director of Community Services
DEPARTMENT: Management
GRID PLACEMENT: Level 12
REPORTS TO: Chief Administrative Officer

POSITION SUMMARY

Under the direction of the Chief Administrative Officer, this Director position is responsible for developing, planning, organizing, leading, and managing the strong group of staff that make up the County's Community Services Department. This portfolio includes the Protective Services, Planning and Development, Agricultural Services, Facilities Maintenance, Economic Development, and a Community Services Assistant. There are 6 direct reports and a total of 16 permanent staff. There may be up to 20 seasonal staff within the Agricultural department, during the months between May and August.

KEY DUTIES AND RESPONSIBILITIES

a. Key Responsibilities

- Provide advice, guidance and leadership to the CAO, Council and Council Committees with respect to department responsibilities within Community Services through reports, research, and administrative recommendations.
- Provides guidance and direction to Department Managers in the preparation and implementation of short and long-term goals and objectives to ensure Department policies and practices are consistent with the overall Strategic Plan.
- Oversees the various operating and capital projects associated with Community Services Departments including tendering and monitoring of expenditures.
- Oversees the planning and maintenance of long-term capital plans with respect to equipment related to Community Services Departments and all building and facility structures under Kneehill County ownership.
- Makes recommendations for the development of long-term master plans or studies and oversees the implementation of such according to Council's direction.
- Ensures compliance with various government agencies and stakeholders including those of our municipal partners with respect to legislation or intermunicipal agreements in place. Ensures all required reporting requirements are met.
- Oversees policy and bylaw development recommendations to Council as they relate to Community Services department responsibilities.
- Provide support to the CAO in the development, implementation and evaluation of leading practices, benchmarks, and performance measurements for the organization.

b. Decision Making and Accountability

- This position reports directly to the Chief Administrative Officer. It requires the ability to work independently, yet cooperatively in meeting the obligations of the municipality, while maintaining the desired level of service to the public. This position is a member of the Senior Leadership Team.

c. Administrative Responsibility

- Responsible for providing technical and functional supervision to the Department Managers:
 - Planning and Development
 - Protective Services (Peace Officer, Fire, Emergency Management)
 - Agricultural Services, Parks and Cemeteries
 And other direct reports,
 - Economic Development
 - Facilities Maintenance
 - Community Services Assistant

d. Contact

- Consults with internal and external agencies in complying with regulations as set out by the Municipal Government Act. Maintains contact with municipal urban and rural partners.
- Develops and maintains external relationships with public and private sector professionals and colleagues.

e. Safety

- Follow the guidelines, assigned responsibilities, and accountabilities as outlined in the Health & Safety Program Manual.
- Participates in safety training as related to the position, or within the County's standards or expectations.

POSITION REQUIREMENTS

- A degree in a related field, with at least 10 years of progressively responsible management experience.
- 5 to 10 years of experience in a municipal setting in a manager or leadership role.
- NACLAA Certification or CLGM designation would be considered an asset.
- Equivalent combinations of experience and education may be considered.
- Solid knowledge and understanding of Municipal Government Act, municipal policies, and leading practices.
- Working knowledge of the rural environment as well as urban municipal interface
- Excellent communication, presentation, and negotiation skills
- Strong commitment to public and community service
- Strong cognitive ability to balance the big picture while focusing on the details of process and systems.
- Demonstrated commitment to continuous improvement.

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Last updated: October 2021