



Director of Corporate Services Kneehill County

We are looking for our next great Director of Corporate Services to join our progressive team, and assist Kneehill County in continuing the positive momentum we have established. This is a full-time permanent position within our senior leadership group.

We are hoping to find a candidate who will match our enthusiasm and desire for a collaborative, effective, creative, and overall fun work environment! Do you have what it takes to work with us? Are you a positive person who engages with people naturally? Do you have the capacity for long-term and strategic planning, and the willingness to support, encourage, and mentor staff to grow in their careers? If so, please reach out to learn more at the contact details listed below.

Situated in the heart of central Alberta, and approximately 1 hour south east of Red Deer and 1 hour and 20 minutes north east of Calgary, Kneehill County is a progressive rural municipality comprised of 814,653 acres of land with a population of approximately 5,000, and a total combined population of 11,200. This additional population comes from the following communities located within our municipal boundaries (the Towns of Three Hills and Trochu, Villages of Acme, Carbon and Linden, Hamlets of Torrington, Huxley, Swalwell, and Wimborne, and the neighbourhoods of Hesketh and Sunnyslope).

Agriculture is the backbone of the local economy, complemented by oil and gas, alternative energy such as wind power, as well as tourism and outdoor attractions including Horseshoe Canyon. There are many other attractions that draw families and businesses to our friendly area. For additional information, please visit www.kneehillcounty.com

Under the direction of the Chief Administrative Officer (CAO), the Director of Corporate Services is responsible for planning, organizing, leading, and managing the development, implementation, administration, and monitoring the Corporate Services department policies and practices.

There are currently four direct reports, a department total of twelve permanent staff, and an overall annual combined County budget of approximately \$30M.

The ideal candidate will possess:

- An accounting designation (CPA), or a relevant combination of education and experience gained in a complex and dynamic environment.
- Demonstrated experience in leadership, governance, strategic planning, organizational development, team building, customer service, and conflict resolution.
- Knowledge of current financial practices, specifically those related to the public sector, municipal legislation, and relevant statutes.
- Strong computer skills with an emphasis on spreadsheets. Specific programs include MS Dynamic GP, PSD Citywide, Laserfiche, and MS 365.
- Above average analytical, problem solving, planning, and organizational skills.
- Strong cognitive ability to balance the big picture while focusing on the details of process and systems.

An attractive and competitive compensation package will be provided to the successful candidate.

For further information please visit our website, or contact:

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