

JOB TITLE: DIRECTOR – CORPORATE SERVICES

JOB NUMBER: XXX

REPORTS TO: General Manager – Financial and Corporate Support

PURPOSE: The DIRECTOR – CORPORATE SERVICES provides leadership to the Corporate Services department and is responsible and accountable for the delivery of human resources, health and safety, information management technology and facility services. As a member of the senior management team, the director is a key contributor to the organization’s achievement of council’s strategic objectives.

DUTIES AND RESPONSIBILITIES:

1. Develops and delivers annual operational plans in alignment with council’s strategic objectives.
2. Leads and manages department staff in multifunctional areas in the implementation of department deliverables, delegates responsibilities appropriately and provides guidance and motivation to achieve outcomes.
3. Prepares and manages the annual operating and capital budgets for the Corporate Services department, ensuring responsible and appropriate use of municipal funds.
4. Ensures that all internal and external customers receive corporate support and customer service that meets their needs and requirements.
5. Initiates, develops and recommends policy and administrative directives, ensuring adherence to applicable legislation.
6. Plans and implements projects that fall within the department functions.
7. Researches and carries out special projects, studies and reports as assigned.
8. Participates in, and contributes to, strategic organizational planning as a member of the senior management team.
9. Strives to continually enhance the quality and delivery of services through efficiencies and innovation.
10. Adheres to guidelines as set out in Leduc County’s policies and administrative directives.
11. Accountable for department compliance with the Alberta Occupational Health and Safety Act, Regulation and Code and participation in the Health, Safety and Wellness Program.
12. Performs related duties as required.

QUALIFICATIONS, ABILITIES AND SKILLS:

A degree or designation in human resources, business administration, public administration or related discipline is required. Ten (10) years of management experience at the strategic level, preferably within the public sector, with in-depth knowledge of human resources, health and safety, information management technology and facility services is required.

An advanced range of communication and interpersonal techniques and skills are required in order to achieve strategic goals and preferred outcomes. Experience delivering public presentations, policy and report writing using the Microsoft Office suite of tools is required. The ability to maintain the highest level of confidentiality is essential.

Proven achievement of results through strength in leadership and management, sound decision-making, budgeting, and project management in complex, political environments is key to success in the role. Experience working with senior management teams is required. Familiarity with municipal governance, operations, and knowledge of rural communities is an asset. Membership in the Society of Local Government Managers is an asset.

WORKING CONDITIONS:

The work setting is in an office environment using computers and other office equipment. There is an expectation that when required, this position will work variable hours or overtime.

PHYSICAL REQUIREMENTS:

This role requires limited physical effort, which involves sitting, standing and walking.

DIRECT REPORTS:

Business Systems Analyst

Fleet and Facilities Coordinator

Manager – Human Resources, Health and Safety

Manager – Information Management Technology