



## WORK WITH US

### Corporate Services

**Full-time, Permanent**

### Director – Corporate Services

***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.***

Working for Leduc County is more than just a job. We enjoy a friendly, cooperative and fun work environment, where we work hard, with the best people and resources in order to deliver the most efficient, effective services we can to build and sustain a strong community for our residents.

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

Please see the complete job description at <https://www.leduc-county.com/en/county-government/careers.aspx>. Qualified individuals are asked to submit their resume and a cover letter by April 30, 2021 through the website.

All applicants are thanked in advance for their interest; however, only those candidates selected for an interview will be contacted.