



## **Manager of Parks and Agricultural Services Term Position (12-18 Months)**

We are looking for an individual with the great skills and qualifications noted below to lead our fantastic Parks and Agricultural Services team for a temporary placement starting in late March 2023. This individual will bring their enthusiasm for collaboration and energy for administering all Parks, Cemeteries and Agricultural Service Board (ASB) programs and services

### **Who are we?**

#### **Welcome to Kneehill County!**

Situated in the heart of central Alberta, Kneehill County is a progressive rural municipality comprised of approximately 814,653 acres of land and a population of 5001. Within the Kneehill County boundaries, are the Towns of Three Hills and Trochu, Villages of Acme, Carbon, and Linden, and 4 Hamlets (Torrington, Huxley, Swalwell, Wimborne) and other neighborhoods, with a total population of 11,000+.

The towns and villages in the area provide several recreational opportunities including indoor and outdoor swimming pools, indoor and outdoor skating rinks, walking and biking trails, ball diamonds, curling rinks, a wide variety of parks, and playgrounds as well as many campgrounds. Golf courses in the area include Trochu, Three Hills and Acme.

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### **Position Summary**

Reporting to the Director of Community Services, this position administers all Parks, Cemeteries and Agricultural Service Board (ASB) programs and services and maintains the office of the Agricultural Fieldman under the ASB Act. The position carries out the vision and strategic plan of Council and ASB through administering, developing, implementing, and maintaining all related programs and services, including but not limited to budgeting, policy & program development, staffing, safety, managing various contracts and contractors, as well as capital and asset management.

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### **Accountabilities**

- Administer departmental budgeting, project, and capital & asset management
  - Administer departmental policies and bylaws as directed through Council and the ASB
  - Develops and presents reports, technical expertise, support, policies and other documentation to Council, management, staff, boards, committees, and other stakeholders
  - Manages departmental full time and seasonal staff, contractors, and consultants
  - Develops and administers departmental programming and services as directed through Council
  - Develops ASB and/or other meeting packages and hosts as required
  - Supports the organizations safety program in consultation with OH&S Officer for the department
  - Administers legislative responsibilities as per the Alberta Agricultural Service Board Act Alberta Weed Control Act, Alberta Agricultural Pest Act, Alberta Soil Conservation Act, and Cemeteries Act
  - Must hold Alberta Pesticide Applicators License with Industrial, Landscape, Agriculture and Exterior Rodent Control application
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## **Qualifications**

- Related technical diploma or degree
  - Strong interpersonal, verbal and written, communication skills
  - Minimum 5-7 years' experience in municipal government and supervisory roles
  - Strong computer skills in Microsoft Office Suite of programs; working experience with ArcGIS and GP
  - Strong technical writing skills
  - Good understanding of tourism, marketing, and economic development
  - Good mechanical aptitude
  - Experience and knowledge in parks and landscaping as an asset
  - Agricultural background is a necessity
  - Agricultural pest & weed identification and knowledge as it pertains to the acts
  - Strong understanding of the Acts under which the department operates including the ASB Act, Alberta Weed Control Act, Pest Control Act, Soil Conservation Act, Animal Health Act, Municipal Government Act, and Cemetery's Act
  - Hold an Alberta Pesticide Applicator Certificate of qualification in the categories of industrial, agriculture and landscape; 3-5 years' experience a necessity
  - Valid Alberta Class 5 driving license
  - Experience towing trailers, operating heavy-duty equipment and off-road vehicles
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## **What do we offer?**

Competitive pay

Group Health Benefits

Engaging and empowering  
work environment

Strong policies and supportive  
atmosphere

Open Door policy for ideas and  
creativity

Fun and friendly co-workers

Training and Development  
Opportunities

Does this sound like you? Are you interested in getting to know us better?

Visit our website: <https://kneehillcounty.com/>

Think you may want to join our team?

**Send an introductory letter, along with your resume providing information as to why this position would be a strong fit for your unique personality or skill set.**

Attention: Jessie Kasha – HR Coordinator

Re: Manager of Parks and Agricultural Services

Kneehill County 1600 2<sup>nd</sup> Ave Three Hills, AB T0M 2A0

Email: [employment@kneehillcounty.com](mailto:employment@kneehillcounty.com)

**Closing Date: February 15, 2023**

We thank all applicants in advance, but only those selected for an interview will be contacted.