



Director of Corporate Services

Three Hills, AB

KNEEHILL COUNTY, THREE HILLS, AB

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 approximately 814,653 acres of land and a population of just over 5,000. Within its boundaries, are the Towns of Three Hills and Trochu, Villages of Acme, Carbon and Linden, and 4 Hamlets (Torrington, Huxley, Swalwell, Wimborne) and other neighbourhoods (Hesketh, Sunnyslope) with a total combined population of nearly 11,200.

Agriculture is the backbone of the local economy, complemented by a strong oil and gas industry. Wind power is now a fixture in the County's hills and skies.

Kneehill County borders the Tyrrell Museum in Drumheller and Rosebud Theatre in Wheatland County, which both play a large part in tourism of the region. Camping is very popular in the area, where the County has four overnight campgrounds (Keivers, Braconnier Dam, Swalwell, and Torrington). Additional municipal campgrounds are located in Acme, Carbon, Linden, and Three Hills, and are all very busy during the summer months. Horseshoe Canyon is also a major driver towards tourism and outdoor activities in the area.

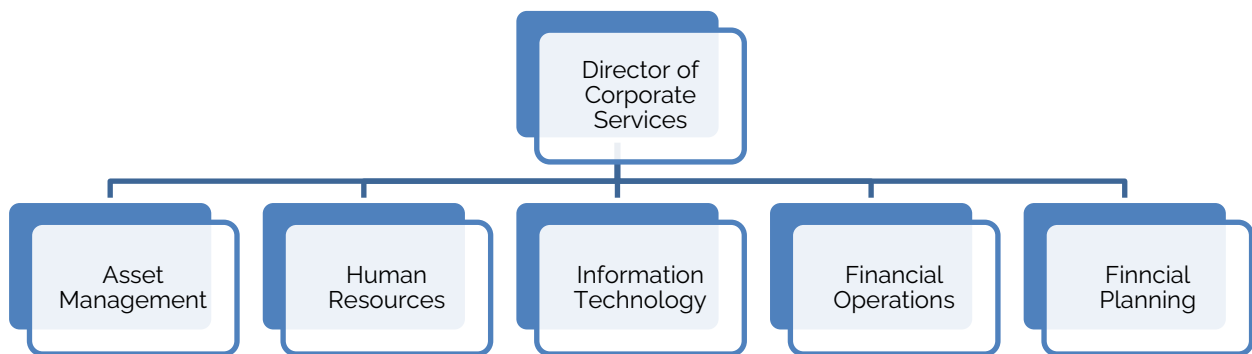


For additional information, please visit the County's website at www.kneehillcounty.com

POSITION OVERVIEW

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. The position provides financial leadership, manages budgets, oversees accounting functions, conducts forecast analysis, and monitors corporate credit. The Director, in conjunction with the Senior Leadership Team, plays a key role in short and long-term strategic decision making.

The budget for Kneehill County is approximately \$26M (Operating) and \$4M (Capital). There is a total County staff complement of approximately 75FTE's, and the following operational areas fall under the direction of the Director of Corporate Services:



KEY RESPONSIBILITIES & FUNCTIONS OVERVIEW

The Director of Corporate Services is accountable for:

❖ **Leadership/Human Resource Management:**

- Providing appropriate leadership, supervision, and mentorship to the Corporate Services department (Financial Controller, Human Resources Coordinator, Information Management Supervisor, Financial Planning Coordinator, and the Asset Manager), and ensuring there are proper staff development opportunities and resources available.
- Ensuring proper and regular monitoring and evaluation of employee performance including the timely resolution of issues.

❖ **Strategic Leadership:**

- Participating on the senior leadership team to assist the CAO in developing and implementing policies, procedures, and the decisions of Council.
- Spearheading the management of the investment portfolio, and strategically working with the municipality's financial institutions to maximize the returns on approved investments.

- Along with the other members of the senior leadership team, developing, implementing, and managing asset, fleet, and overall life-cycle management plans.
- The overall integrity of the corporate financial reporting system and the County's financial records.
- ❖ **Council Interaction:**
 - In conjunction with the CAO, present the annual operating and capital budgets to Council for approval, including the statement of assets, liabilities, revenues, and expenditures of the Municipality.
- ❖ **Financial Management**
 - Providing financial services leadership, advice and guidance to Council, CAO, and department heads in the preparation of the annual budget (operating and capital), ongoing expenditure reporting, financial grant applications and reporting, long-term capital and IT plan, as well as other financial plans and forecasts. .
 - Preparing and implementing short and long-term goals and objectives to ensure that department financial policies and practices are consistent with the Corporate Strategic Plan.
 - Developing, communicating, and administering financial services policies and practices consistent with corporate strategies and initiatives.
 - Developing and implementing financial controls to ensure the integrity of records for all financial and accounting function, including recommendations for system enhancements.
 - Ensuring compliance with the Municipal Government Act (MGA), statutory requirements, Council policies, and the Corporate Strategic Plan.
 - Overseeing the production of the year end audit papers, and engaging with the external auditor as necessary.
 - Analyzing, compiling, and assessing financial reports and data.
- ❖ **Decision Making and Accountability**
 - This position requires the ability to work independently, yet cooperatively in meeting the financial obligations of the municipality, while maintaining the desired level of service to the public.
- ❖ **Professional Relationships**
 - Consults with internal and external agencies in complying with regulations as set out by the MGA. Maintains regular contact with the County's external auditor.
 - Develops and maintains external relationships with public and private sector professionals and colleagues.
- ❖ **Safety**
 - Following the guidelines, assigned responsibilities, and accountabilities as outlined in the Health & Safety Program manual.
 - Participation in safety training as related to the position, or within the County's standards or expectations.

SKILLS & ATTRIBUTES OVERVIEW

The successful candidate is expected to demonstrate the following behavioral competencies in order to successfully meet the requirements of the position:

- ❖ Proven leadership experience, team building, strategic planning, organizational development, customer service, and conflict resolution skills.
- ❖ Able to demonstrate an open, supportive, and collaborative leadership style that supports a “one team” approach (both within the Corporate Services portfolio, as well as within the organization) and leads others by example.
- ❖ Ability to provide guidance, support, and mentoring of staff for succession planning purposes.
- ❖ Strong leadership skills with the ability to oversee the work of professional and technical staff.
- ❖ Demonstrated strategic thinking capability, coupled with the long-term vision and dedication required to be proactive.
- ❖ Experience supervising, coordinating and conducting performance evaluations in a respectful, supportive, and productive manner.
- ❖ The capacity to work effectively, both independently and as part of a team. Strong proponent of a “one team” approach and able to lead by example.
- ❖ Aptitude to not only understand the detailed finances, but also be able to articulate a story behind the numbers in a way that diverse audiences can understand.
- ❖ Ability to multitask, prioritize work, and meet tight deadlines in a fast-paced, and ever-changing environment.
- ❖ Superior organizational, communication (written and verbal), and report-writing skills.
- ❖ A proven capability to deal with the public in a courteous and efficient manner.
- ❖ Excellent interpersonal and customer service skills with presence and energy, coupled with the ability to foster strong relationships with staff members, elected officials, the community, and key stakeholders.
- ❖ Comfortable working within a changing environment, and not afraid to hit conflict and resistance to change head on. Able to make difficult decisions and stand behind those decisions.
- ❖ Working knowledge of the rural environment as well as urban municipal interface.
- ❖ The willingness to stay current on emerging trends within the financial profession from a networking and educational perspective.

EDUCATION & EXPERIENCE OVERVIEW

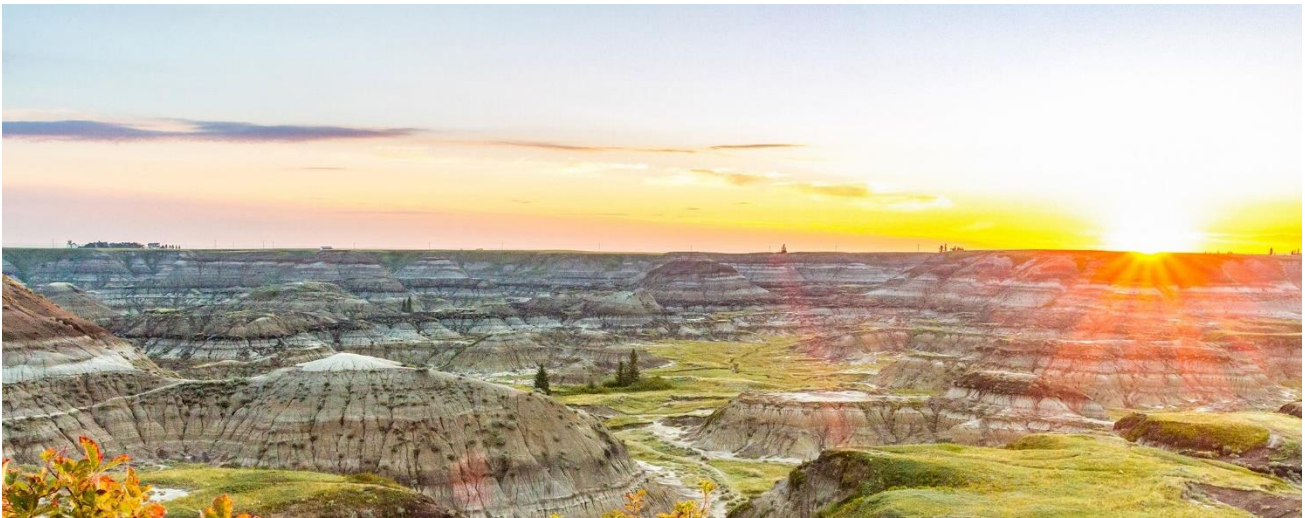
The ideal candidate will possess:

- ❖ An accounting designation (CPA), or a relevant combination of education and experience gained in a complex and dynamic environment.
- ❖ 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:
 - Microsoft Dynamics GP
 - PSD Citywide
 - Laserfiche
 - Microsoft 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.

COMPENSATION

A competitive compensation package will be provided to the successful candidate. This includes an attractive and competitive base salary, a second-to-none benefits package, and LAPP (Local Authorities Pension Plan). Details will be discussed in further conversations.



FOR FURTHER INFORMATION PLEASE CONTACT

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