

Director of Corporate and Community Services

POSITION DESCRIPTION – TOWN of ONOWAY

PURPOSE OF THE POSITION

The director of Corporate and Community Services is responsible for the planning and management of the town's corporate services functions and acts as the key liaison to town community groups. This includes supervision of office staff.

SCOPE

Key responsibility areas include budgeting and reporting, legislative and legal services, utility billing, front desk customer service, website, social media maintenance, and community liaison duties. This position is also expected to fill the role of the director of emergency management and is the liaison to the local fire department.

RESPONSIBILITIES

- Is responsible for management and supervision of the administrative office staff. This includes ensuring high quality customer service to all stakeholders.
- Provides coaching, mentoring, support, and advice to staff where required
- As directed by the CAO, participates as a member of the management team in development of strategic and corporate goals and objectives.
- Manages the Information Technology function to ensure the most secure and efficient delivery of information and technical resources to staff.
- Manages the financial functions of the town including coordination of the operating and capital budget process as well the reporting an audit processes.
- Is responsible for operating and capital grant application processes.
- Ensures there are protocols in place that provides Council, staff and the public with timely reports on the administration of the municipality. This includes the management of the legislative admin process which coordinates the council agendas.
- Manages the functions of human resources including payroll, performance management and the hiring process.

- Requires a comprehensive understanding of local government, provincial and local political climates, and the roles and responsibilities of all Town departments
- Strong knowledge of Emergency and Disaster Services; including overseeing the implementation of the Municipal Emergency Plan and related processes. This position will assume the role of the Director of Emergency Management.
- Is directly involved in Disaster Services planning.
- Acts as a key liaison to community groups and committees.
- Must be a team player, able to work within and develop team environments and be a strong decision-maker
- Must, at all times, ensure the utmost integrity of Town operations and business practices
- Follow the Town of Onoway Health & Safety Program guidelines

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Post secondary education in Local Government (CMA, CGA, CLGM designation or LGA certificate), degree in Business Management highly recommended or equivalent experience
- Minimum of five years at a supervisor/management level with directly related experience
- Computer expertise in Microsoft Word, Excel, Outlook, PowerPoint and Internet
- Project management and related processes
- Proficient in the provisions of the Municipal Government Act
- Solid understanding of municipal finance

Skills:

- Advanced communication and interpersonal skills
- Excellent management and leadership skills
- Demonstrated analytical, problem solving and decision-making skills
- Ability to multitask and prioritize
- Ability to work within tight deadlines and frequent interruptions

- Exceptional time management skills
- Ability to lead and work within a team environment
- Excellent customer service to the public, staff and Council
- Ability to perform duties in a non-partisan and confidential manner

Personal attributes:

- Strong leader
- Good communicator
- Relationship builder
- Honest, trustworthy and respectful
- Maintain standards of conduct
- Demonstrate a dedication to the position and the community
- Demonstrate sound work ethics
- Must be a strong decision-maker

The Town of Onoway provides an excellent benefit package. Salary range for this position is based on level of education and experience. Please forward your resume and three work related references to:

Tim Duhamel, President, Bloom CME

Email: Tim.Duhamel@Bloomcme.com Ph: (780) 932-8254

Deadline for submissions of resumes is 4:00 p.m., Friday, September 9, 2022

The Town of Onoway thanks all applicants for their interest, however only those who have been selected for an interview will be contacted.