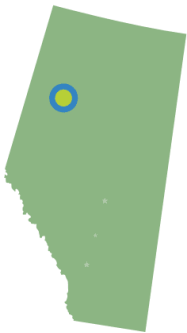




Director of Corporate Services

TOWN OF PEACE RIVER, AB

The Town of Peace River is located 486 km north-west of Edmonton, and 195 km north-east of Grande Prairie. It is the second largest populated center in north-western Alberta (approximate population of 6,850) and functions as a thriving regional service hub and trade center.



The beauty of the natural valley and hills offers the ideal setting for photographers and outdoor enthusiasts, while a wide range of businesses, shopping, dining, and lounges are plentiful throughout the community. Hiking, cycling, and walking trails are featured throughout Town, and campers enjoy an abundance of outdoor facilities, with others just a few minutes' drive from Town, as well as picnic areas, interpretative trails, 9- and 18-hole golf courses, secluded fishing spots and much more.

For additional information, please visit our website at www.peaceriver.ca

POSITION OVERVIEW

The Director of Corporate Services is responsible for overseeing the financial success of the Town of Peace River, as well as the administration of the Town's financial operations and strategic financial planning. The position provides financial leadership, manages budgets, oversees accounting functions, conducts forecast analysis, and monitors corporate credit. The incumbent must ensure compliance with all applicable related legislation, and provide administration of the Freedom of Information Act. The position plays a key role in long- and short-term strategic decision making.

The overall budget for the Town of Peace River is approximately \$35M (\$27.5M operating, and \$7.2M capital). There is a total Town staff complement of nearly 70FTE's, and the following departments fall under the direction of the Director of Corporate Services:

1. Finance
2. Office Services Support
 - a. Records Management
 - b. Information Technology
 - c. Communications
3. Protective Services
 - o Fire
 - o Community Peace Officer

KEY RESPONSIBILITIES & FUNCTIONS OVERVIEW

The Director of Corporate Services is accountable for:

PRIMARY ACCOUNTABILITIES

1. Planning, directing, and coordinating the day-to-day operation of the business office to achieve the department mission and goals. Developing and implementing a process for the preparation of annual capital and operating budgets. Monitoring, controlling, and authorizing spending within the limits of the approved budget.

Key Performance Measures:

- ✚ Budget Variance, measured in dollars and percentage over or under.
- ✚ Service Quality, measured by community feedback.

2. Directing the preparation and publication of all legal documents and by-laws upon the direction of the Chief Administrative Officer, and ensuring such documents and by-laws are in compliance with the Municipal Government Act, or other relevant legislative authority. Serving as the Returning Officer for all Municipal elections.

Key Performance Measures:

- ✚ Quality, measured by timeliness, completeness and accuracy of work.

GENERAL DUTIES:

- ✚ Overseeing the department's annual budgets and providing direction to subordinate employees regarding variances and other unanticipated expenditures to the budget. Reviewing, recommending, monitoring, and controlling annual department budgets prior to incorporation into overall draft budget.
- ✚ Ensuring the proper conduct of the financial affairs of the Town of Peace River through the provision of effective financial systems and support.
- ✚ Overseeing the Town's financial accountability and controls; ensuring appropriate fiscal controls are in place to meet statutory compliance and the integrity of data and statements.
- ✚ Working together with other employees in a team effort, stressing cooperation and good communication between staff members.
- ✚ Maintaining a current knowledge of all funding programs that may be available to support community initiatives. Responsible for the overall management of relevant grant/funding opportunities including applications, coordinating, reporting, and eventual roll out.
- ✚ Taking responsibility for clarifying the expectations of others; acknowledging how personal decisions, actions, and standards of performance influence work accomplishments; accepting responsibility for work accomplishments; and recognizing changes required to achieve better results going forward.
- ✚ Investigating variances in budgets, reporting, internal controls and general accounting; deploying measures to resolve variances.
- ✚ Providing regular variance reporting to Council.
- ✚ Managing the budget process in conjunction with Council and senior administration, including regular reporting to Council.

- ✚ Coordinating and assessing the annual property assessment process and related tax roll and tax collection processes.
- ✚ Maintaining adequate insurance coverage on all insurable assets, arranging for the bonding of employees holding positions of trust, and placing adequate liability insurance to safeguard the Council.
- ✚ Processing access to information requests under the Freedom of Information and Protection of Privacy Act from the general public, Council and staff including searching for information, monitoring and tracking requests, collecting fees, and reviewing information.
- ✚ Continuously displaying a professional and ethical responsibility to protect privacy and use information appropriately.
- ✚ Recruiting, developing, and evaluating department staff. Conducting regularly scheduled meetings with all department staff to review operations; communicating expectations; advising on policy or procedure changes; and sharing relevant information of general interest to the team.
- ✚ Developing, implementing, and monitoring of performance standards for staff. Completing performance reviews on staff directly reporting to the Director of Corporate Services, and ensuring performance appraisals are conducted for all Town staff on an annual basis.
- ✚ Ensuring that policies and directives adopted by Council and/or the Chief Administrative Officer are transmitted to department employees.
- ✚ Responding to public enquiries, media requests for information or complaints with regard to department activities, and following approved policy and procedure.
- ✚ Acting as Returning Officer for elections as required, or designating a Returning Officer, and ensuring that the election is conducted in accordance with the Local Authorities Election Act.
- ✚ In the case of CAO absence, the Director of Corporate Services may be appointed as Acting CAO.
- ✚ May act as Secretary/Clerk on the Subdivision and Development Appeal Committee and Assessment Review Committee.
- ✚ Attending and taking an active part in all staff meetings.
- ✚ Other duties as assigned.

SKILLS & ATTRIBUTES OVERVIEW

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

- ✚ Leadership Skills - Demonstrated leadership and team building skills; is self-motivated and able to work with minimal supervision; work well with others and handle direction and criticism in a positive manner.
- ✚ Communications - Able to speak and write clearly; able to get the desired message across to a variety of audiences; the ability to present ideas in user-friendly language for non-technical audiences.
- ✚ Interpersonal Skills - Relates well to all individuals inside and outside the organization; uses diplomacy and tact to diffuse tense situations; makes people feel important and valued; possess superior customer service skills and a helpful attitude; demonstrate the ability to interact with people in a sensitive, tactful, diplomatic, and professional manner at all times.

- ✦ Action Oriented - Can be counted on to get things done; energetic, with a bias for action; makes good decisions in a timely manner; can meet stringent deadlines; attention to detail.
- ✦ Planning & Organizing - Can marshal resources to get things done; uses resources effectively and efficiently; sets clear expectations; designs practical processes and procedures.
- ✦ Problem Solving - Uses rigorous logic and methods to investigate and solve problems; looks beyond the obvious; results oriented with excellent analytical skills.
- ✦ Policy/Legislative - Able to interpret, implement, and adhere to organizational policies, budget items, and procedures; possess an awareness and astuteness of political matters in public administration.
- ✦ Composure - Cool under pressure; can handle stress and balance numerous on-going projects at a time; is a settling influence in a crisis.
- ✦ Integrity & Trust - Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values; able to maintain a high degree of confidentiality and discretion.

EDUCATION & EXPERIENCE OVERVIEW

The ideal candidate will possess:

- ✦ A post-secondary degree in Finance, Business, Accounting, or in a closely related financial field.
- ✦ A professional CPA accounting designation would be considered an asset.
- ✦ Minimum of 5 years of progressive leadership experience in a senior financial leadership role, along with experience in a municipal setting would be considered a strength.
- ✦ An equivalent combination of education and experience may be accepted.

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 enrollment in LAPP (Local Authorities Pension Plan), as well as the supplemental APEX pension plan. Details will be discussed in further conversations.

FOR FURTHER INFORMATION PLEASE CONTACT

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