

	COUNTY OF GRANDE PRAIRIE JOB DESCRIPTION
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JOB TITLE:	CURRENT CLASSIFICATION/GRID	POSITION #
Corporate Services Director	AD Grid 8 (h)	560

NOC CODE: 0414
STANDARD HOURS: 35 hours/week; management

JOB TITLE OF IMMEDIATE SUPERVISOR	SUPERVISOR'S CLASS/GRID	POSITION #
Chief Administrative Officer	CAO Grid	20

DIVISION	DEPARTMENT	LOCATION
Corporate Services	Corporate Services	Admin Building

PROGRAM FUNCTION:

The Corporate Services division is responsible for legislative, information systems, records management, FOIP, communications and facilities support for the organization.

PURPOSE OF JOB:

As a member of the County's Senior Management Team, the Corporate Services Director plans, organizes, directs, controls and evaluates overall operations of the Corporate Services division of the County. The division consists of Legislative Services, Records and Information Management, Facilities, Communications and Information Systems.

This position ensure the divisions' activities and goals align with Council's strategic priorities. The Director is responsible to ensure legislative compliance within the governance structure and draft policies and bylaws.

Job Duties and Tasks:

Strategic Leadership

1. Participate in setting short and long-term goals for the organization and the Corporate Services division with Council and the County's Senior Management Team.

2. Work with managers, supervisors and staff to achieve the short and long-term objectives of the division.
3. Review, draft and maintain the County's bylaws.

Operational Leadership

4. Keep Administration informed of issues/items relating to the Corporate Services division and provide professional advice and recommendations.
5. Attend Council meetings and regularly report to Council on the activities of the Corporate Services division.
6. Corporate Services division managers and staff in establishing yearly operating and capital budgets for their departments and in monitoring to ensure budget projections are met.
7. Through the legislative services team, ensure compliance with legislative and regulatory requirements related to municipal meetings, census, elections and all legislative functions
8. Support the Communications department in coordinating and providing internal and external communications services to the County.
9. Support the Information Systems department in developing and maintaining the County's information technology infrastructure, data and systems.
10. Provide leadership to the Facilities Specialist in maintaining County buildings
11. Through the Records and Information Coordinator, ensure the County's records and FOIP requirements are met.
12. Retain the services of consultants to undertake various projects as approved by Council and monitor the progress.
13. Review programs and procedures to ensure they are current, relevant and in compliance with established County policies.
14. Ensure that inquiries and complaints regarding divisional activities are handled promptly, effectively, efficiently and with courtesy.
15. Represent the County in various meetings, negotiations and other official functions.

Administrative Leadership

16. Work with managers and supervisors to evaluate employee performance and recommend appropriate courses of action (i.e. Wage increase, promotion, termination).
17. Hire, train, motivate and evaluate assigned managerial and senior staff; review progress and direct changes as needed.

18. Maintain knowledge and awareness of the operations of all divisions functions/departments, facilitate two-way communication and provide support to operational leaders
19. Participate in policy and procedure development for the Corporate Services division and County.
20. Serve on committees as directed by the Chief Administrative Officer.
21. Ensure all work-related information is kept confidential as per policy and in accordance with the Municipal Government Act and the Freedom of Information and Protection of Privacy Act. Comply with records management practices as stated in the Records Management Policy.
22. Complete other related duties as assigned by the Chief Administrative Officer.

General Leadership

23. Every employee's participation in the County's health and safety management system is integral to our success. Together we have the responsibility to promote our health and safety program, follow safe work procedures and comply with Occupational Health and Safety legislation. To demonstrate that safety is our way of life we must all work to protect our own health and safety and the health and safety of those around us.
24. Encourage employee participation in our health and safety program and ensure health and safety compliance for the respective work areas
25. Create a work environment that contributes to employee health and wellbeing

QUALIFICATIONS STATEMENT

Education and Experience:

- Formal post-secondary education (degree) in a related field, for example, business administration, political science, or law
- Recognized professional designation in a related field preferred
- CLGM (Certified Local Government Manager), or similar accreditation is preferred
- Minimum ten years of public administration experience, five years in a senior leadership, preferably in a field related to a Corporate Services department

Knowledge, Skills and Abilities:

- Considerable knowledge of the various departments of the Corporate Services division
- Ability to establish and maintain effective working relationships with stakeholders, including but not limited to employees, supervisors, other agencies, and the general public
- Effective management, accounting and budgeting skills
- Ability to communicate effectively orally and in writing
- Decision-making and problem-solving abilities
- Ability to lead and provide management support to the various departments of the division
- Change-management skills
- Effective use of computers
- Ability to ensure all work-related information is kept confidential as per policy and in accordance with Freedom of Information and Protection of Privacy Act.
- Ability to comply with records management practices as stated in the Records Management Policy.

Core Competencies:

- Trustworthy
- Transparent
- Respectful
- Collaborative
- Customer Focus
- Confidentiality
- Record Keeping
- Accountability
- Adaptability
- Analytical Thinking
- Decision Making
- Ethical
- Leadership
- Planning and Organizing
- Problem Solving
- Results Orientation
- Safety Focus
- Service Orientation
- Strategic Thinking

Training Matrix:

- Advanced Skills for Leadership Certificate (6 modules including leadership, team harmony, communication, facilitation skills, setting team goals, getting things done) or equivalent. (preferred)
- Dealing with the Media (preferred)
- Disability Management / Return to Work Seminar (WCB)
- Essential Skills for Supervisors Certificate (9 modules including managing time, leadership, supervision, communication, working together, performance management, intervention, resolving conflict, staying positive) or equivalent
- Leadership for Safety Excellence (4 modules – Supervisor's Role, Hazard Assessment, Inspections, Investigations)
- National Advanced Certificate in Local Authority Admin (NACLAA) Level 1 (Local Government, Local Government Finance, Municipal Law I, Organizational Behaviour, Public Administration Professionalism plus 3 electives) or equivalent; Level 2 preferred (Organizational Design & Management, Citizen Engagement & Consultation, Municipal Law II, Policy Planning & Program Evaluation) or equivalent
- Prime Contractor (if contracting)
- Workplace Violence Prevention Training

JOB DESCRIPTION CERTIFICATION:

I have read and understand this job description:

Incumbent's Signature

Name (print)

Date

This job description is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships.

Supervisor's Signature

Name (print)

Date

This Job Description is in the appropriate format and contains sufficient data for its evaluation in the County Job Evaluation Plan:

HR Manager's Signature

Name (print)

Date