

Town of Stony Plain
Job Description
Department: Office of the CAO

Position Title: Manager of Strategic Services

Classification: Manager

Position Summary: Providing leadership to the functional areas of the Office of the Chief Administrative Officer and developing, engaging and implementing the Town's government relations strategy while maintaining a coordination effort for strategic initiatives will be the core focus of this position. Providing support and policy advice to the Council/CAO related to government relations and identified strategic initiatives will form a significant aspect of the position.

The Manager will be centered in a nexus which includes the Council/CAO strategy implementation, public interface and inter-governmental relations. The ability to think and act in a flexible and nimble manner will be required.

RELATIONSHIPS

Reports To: Town Manager

Positions Supervised: Direct--Economic Development Officer, Cultural Development Officer, Communications Officer
Indirect—Various support positions within functional areas

Core Duties:

Government Relations 40%

1. Work with Council and CAO on developing, implementing and monitoring the Town's governmental relations strategy and process. Develop briefing notes, attend meetings and oversee follow up communication when necessary.
2. Serve as administrative conduit for government, advocacy associations and other related groups.
3. Serve as information conduit and coordination point for projects/processes deemed high level and strategic by Council and/or CAO.
4. Provide formal reports to Council/CAO on items/processes/projects listed above.
5. Attend meetings of and advise/coordinate strategy for Town intersection with Capital Region Board.
6. Actively participate, advise and develop regional relationships within the sub-region and capital region.
7. Advocate and advance the reputation and priorities of the Town with various governments, partners and stakeholders. Develop, coordinate and implement a reputational policy.

Functional Areas—EcDev, Culture and Communications 50%

8. Oversee and manage the functional areas of economic development, cultural development and communications. Engage staff and provide direction for strategy development, corporate planning and budget monitoring.
9. Ensuring linkages between functional areas are identified, created and maintained. Coordinate work plans of functional units, ensuring resources flow between units.
10. Represent functional areas as necessary within Town processes (ie Corporate Planning)
11. Develop and lead a team in the functional areas. Provide leadership, mentorship and management oversight.
12. Guide strategy development, corporate planning for functional areas.
13. Implement and monitor budget funding allocated to functional areas.
14. Empower and engage staff, develop work plans, goals and process evaluations.
15. Display understanding and leadership of Town OH&S policy.
16. Ensure internal awareness of functional areas.

Strategic Initiatives 10%

17. Act as focal point on projects/processes that require coordination due to intersection of strategic priority, government focus/funding and public imperative.
18. Provide administrative support and coordination of Council strategic planning processes and publication.
19. Represent and update CAO when required on projects/processes determined through Item 16.
20. Provide holistic and governmental and/or public impact perspective when required.
21. Problem solve, advise on actions and map solutions to complexity concerns and issues regarding strategic priorities.

QUALIFICATIONS

Specialized Skills/Knowledge:

- Experience in government relations; supporting elected officials and senior management
- Ability and proven track record of developing and advancing external relationships
- Strong project management
- Knowledge and experience with economic development, tourism and cultural planning and municipal communications
- Strong computer skills, specifically in the use of Microsoft office, internet applications, social media and desktop publishing
- Ability to establish and maintain effective professional relationships with appropriate public and private agencies and organizations involved with the Town
- Strong ability to gather information through researching, interviewing or other methodologies and present to multiple audiences in a clear and concise written format or articulate verbal presentations
- Strong interpersonal skills, including the ability to communicate honestly, applying diplomacy to deal tactfully in an open and political environment
- The ability to lead and empower a team
- Because this position requires travel, a valid Alberta driver's license with a reliable vehicle is necessary

- Because of the responsibilities of this position, working some evenings and irregular hours will be required

Education:

- Post secondary degree or diploma from a recognized education institute in the area of Business Administration, Economic Development, Communications, Marketing, Political Science or Economics
- Affiliation with the Government Relations Institute of Canada

Experience:

- Minimum 5-10 years direct experience in a Municipal or similar setting, with focus in one or more of the functional areas

Employee Name: _____

Reviewed by Employee: _____

Reviewed by Manager: _____

Dated: _____