



*Town of Bonnyville
"It's Multi-Natural!"*

Town of Bonnyville Employment Opportunity Community Services Director

The Town of Bonnyville is seeking an individual to work within a team-oriented organization to undertake the role of Community Services Director. The Town of Bonnyville employs approximately 75 full-time and casual staff to provide services to the growing community. The Director will have a staff of approximately 5 full-time employees and 2 part-time employees within their department.

The Community Services Director is responsible for the planning, organizing, service delivery, and supervision of operating and capital funded programs delivered on behalf of the Town of Bonnyville and the Municipal District of Bonnyville No. 87. The Community Services Director plans, directs, coaches, supervises, and coordinates the operation of the department and the interaction of the department with other Town Departments and services, social service agencies, community groups and volunteers.

The Community Services Director reports to the General Manager of Planning and Community Services as designated by the Chief Administrative Officer (CAO). The Community Services Director acts as a primary liaison for a number of regional stakeholders and oversees the management of departmental goals, objectives and policies.

Essential Duties and Responsibilities:

Contribute to and support the strategic development of the Community Services department to promote continuous improvement and develop service levels in alignment with the Town's strategic objectives and vision.

- Plans, directs, coaches, supervises, and coordinates the operation of the Department and the interaction of the Department with other Town Departments and services, social service agencies, community groups and volunteers.
- Annually evaluates Department programs. Keeps programs and services efficient, effective, and customer service orientated.
- Recommends Departmental goals, objectives, and policies. Implements procedures that are consistent with approved goals, objectives, and policies.
- Develops an operating and a capital budget for approval by the Town of Bonnyville's and Municipal District of Bonnyville No. 87's Councils. Manages the approved budgets in accordance with allocations determined by the Family and Community Support Services Advisory Board. The budget processes addresses annual and long-range plans, programs and resources required to realize corporate objectives.
- Develops and initiates long-range departmental business plans, ongoing operating programs, budgets, and policy recommendations for all work activities. Administers all operations and capital improvement contracts associated with the Community Services Department.

- Provides liaison with other agencies, consultants, public and private sector social service agencies, school boards, church groups, community groups and volunteers providing services to at-risk groups within the community.
- Manages the FCSS program and other grant funded social programs.
- Ensure that safety programs, staff training and legislative requirements for the Family and Community Support Services Department are addressed.
- Keeps apprised on the various grants and funding applicable to the specific programs and applies accordingly.
- Schedule and oversee the maintenance and operation of the (Parent Child Centre) and the building systems.
- Schedule and oversee the delivery of contract work and employee delivered programs to ensure that work is delivered in a timely, effective, and efficient manner.
- Manager of the Emergency Social Services.
- Attends meetings of Council, monthly manager meetings and committee meetings as required.
- Perform other duties as directed by the General Manager of Planning and Community Services and the Chief Administrative Officer.

Qualifications/ Education/ Experience:

- University degree in a related field (*Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be eligible in certain circumstances.*)
- Minimum 5 to 8 years' experience in one or more disciplines including supervisory experience at a senior level.
- Proven leadership experience in a local government environment, including experience implementing Council priorities, strategic plan, creating effective systems to manage workflow, and leading a high performing team.
- High level of working knowledge of the Municipal Government Act.
- Good working knowledge of the FCSS Act and Regulations.
- Experience in municipal or public sector setting is considered an asset.
- A proven ability to effectively build partnerships with other municipalities, and regional partnerships.
- Effective management and budgeting skills.
- Ability to demonstrate significant knowledge and experience in municipal operations, analytical and critical thinking, organizational processes and systems, government relations, policy analysis, facilitation, and project management.
- Proven leadership skills related to long-term planning, visioning, and budgeting.
- Working knowledge of the services and programs in Community Services.

The Town of Bonnyville offers a comprehensive salary and benefit package.

Closing Date: The application review will be ongoing, and the position will remain open until filled.

Submit application to: Town of Bonnyville
 HR Department
 Bag 1006
 Bonnyville AB T9N 2J7 or Email: hr@town.bonnyville.ab.ca

We thank all applicants for their interest; however, we will contact only those under consideration.