



EMPLOYMENT OPPORTUNITY

Manager of Corporate Services

For people who enjoy the outdoor lifestyle, Sparwood will exceed your expectations by offering you instant access to mountains, valleys, rivers and lakes filled with an array of fish and wildlife. Participate in fishing, hiking, mountain biking, camping, golf, numerous lake activities, hunting, cross country skiing and world class skiing and snowboarding to your heart's content.

Sparwood is an East Kootenay community of about 4,000 people living in the beautiful Elk Valley, approximately 1.5 hours away from Cranbrook, BC and 2.5 hours away from Calgary, AB - offering easy access to big city amenities while enjoying all that rural living has to offer.

The District of Sparwood has an exciting leadership opportunity as the result of an upcoming retirement. Recognizing the unlimited potential of this vibrant community and the importance of hiring a leader to assist Council in achieving their strategic goals and objectives, as outlined in the [2019-2022 Strategic Priorities Report](#), we are looking to attract a collaborative, results-oriented leader as the Manager of Corporate Services.

The core job duties include:

- Provide overall leadership and direction to Corporate Services staff, including development of work plans, project plans, performance management, and staff mentoring.
- Oversee the municipal elections processes pursuant to the *Community Charter*, *Local Government Act* and *Elections Act*.
- Follow best practices regarding Council meeting protocols and administration, corporate records management, and information and privacy protocol, and keeps up-to-date on legislative changes that affect local government.
- Provide advice to District staff, Council, and committees, including explaining and interpreting of District bylaws, project plans, meeting protocols and parliamentary procedures, and legislative implications.
- Oversee the Executive Assistant in their duties of preparing and organizing Council meetings, Committee meetings, and Public Hearings.
- Assist departments with bylaw preparation and maintains the bylaw registry.
- Act as a Signing Officer for the District and act as the Head under the *Freedom of Information and Protection of Privacy Act*.

The ideal candidate will have:

- A degree or diploma in Public Administration, Law, or Political Science would be an asset
- Minimum five (5) years of local government experience in a similar role
- At least three (3) years of experience in a management role
- Experience coordinating local government elections
- Superior communication skills, verbal and written
- Excellent computer skills, including Microsoft Office (Word, Excel, PowerPoint and Outlook) and iCompass software
- A well-defined sense of diplomacy, including negotiation, conflict resolution, and people management skills
- Effective leadership skills, with a strong focus on mentoring and motivation of employees
- Ability to work efficiently and under pressure while dealing with contentious matters
- Working knowledge of the *Community Charter*, *Local Government Act* and *Freedom of Information and Protection of Privacy Act*
- Significant experience with Parliamentary Procedures and Robert's Rules of Order

The probationary salary of this role is between \$90,000 and \$95,000 with a review after six months. This position includes a full range of employer paid benefits, an earned day off program, generous vacation time, up to 3-weeks of time off in lieu of overtime and an Active Living Pass for access to the Leisure Centre courts, fitness centre, climbing wall, pool, arena and many of the drop-in fitness classes. More information and a detailed job description can be found on the District of Sparwood website at <https://sparwood.ca/municipal-hall/employment-opportunities/>.

Qualified applicants who are offered and accept the position may be required to complete a satisfactory pre-employment background check. This may consist of all or a combination of the following: Canadian criminal record check, an employment verification and/or an education and accreditation verification and a clean drivers' abstract.

Applicants are invited to submit their resumes, complete with cover letter, in confidence by November 16, 2021 at 4:00 pm Mountain Time to:

Jenna Jensen
Manager of HR & Communications
District of Sparwood
careers@sparwood.ca