



Position Posting

Executive Manager, Corporate Services

Lloydminster

The City of Lloydminster is a dynamic, bi-provincial city situated directly on the Alberta / Saskatchewan meridian. With a population exceeding 31,000, the community thrives on both sides of the border, combining rural charm with urban conveniences. Lloydminster boasts a flourishing economy, a growing retail and business sector, and numerous visitor activities. The city's entrepreneurial spirit fosters a vibrant energy where visitors are welcomed, businesses thrive, and residents are valued. Lloydminster is a wonderful place to live, work, and play, offering unlimited opportunities.

The Role

Reporting directly to the City Manager (CM), the Executive Manager, Corporate Services is responsible for the oversight and guidance of Finance, Legislative Services, Information Technology, as well as the Assessment & Taxation Team. The Executive Manager, Corporate Services provides assistance, coverage and support to the City Manager from time to time on an as needed basis. This position is responsible for the strategic leadership and direction for the following departments:

- Legislative Services
- Assessment & Taxation
- Finance
- Information Services

The Executive Manager, Corporate Services is a key member of the Executive Leadership Team (ELT) and contributes to the overall strategic direction, leadership and operations for the City of Lloydminster in alignment with Council's Strategic Priorities. The incumbent prepares briefing materials and works closely with City Council to ensure that Council is provided with the appropriate information required to approve operating and fiscal policy. The incumbent builds effective, cohesive relationships with internal and external stakeholders, community partners and inspires the department to provide outstanding safety services and customer service to its residents.

This position encompasses navigating legislative frameworks, ensuring fair and accurate assessment and taxation processes, maintaining fiscal health through sound financial management practices, and optimizing technological resources for the City of Lloydminster. This will include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems, designed to preserve city assets and report accurate financial reports.

Key responsibilities for this position include:

Financial Leadership

- Oversees and directly manages the annual Capital and Operating Budgets.
- Monitors and reports financial performance by measuring and analyzing results; initiates corrective actions; develops ongoing improvements.



- Providing recommendation to City Manager and Council on matters relating to the investment of City funds, including appropriate methods of securing required funds, cost analysis, and recovery options, revenue generation, and issuance of debenture.
- Develops emergent strategies through the analysis of financial trends and fiscal forecasting.
- Utilizes, and when required, creates financial planning, monitors and controls systems for the organization, including the management of the external audit and any governmental audits.
- Oversight of the City's annual Business Plan process.
- Oversees cash flow and capital expenditure planning, ensures availability of funds when needed.
- Propose departmental budgets for City Manager approval.
- Monitors both revenues and expenditures against the budget to ensure compliance with the City's budget and Strategic Plan. Initiates corrective actions and develops ongoing improvements.
- Procures and purchases goods and services in compliance with the City's financial policies.
- Understand the implications of financial decisions and impact on the department.
- Provides leadership and expertise in the development of financial and fiscal management policies that underpin sustainable long-term financial health in the areas of taxation and assessment, revenues and recoveries, accounting, budget, financial reporting, procurement, legislative, and information technology services.
- Prepare and administer the 3-year operating and 5-year capital budget for the City in accordance with The Lloydminster Charter.
- Ensures sound medium and long-term financial and information technology related plans are in place to support the development and implementation of the City's strategic objectives.
- Provide visionary leadership, inspiring innovation, and excellence in technology initiatives, including information security and data protection.
- Oversees analysis of financial implications of proposals affecting the City emanating from other departments, Provincial and Federal governments, and other agencies; makes recommendations to Council.

Strategic Leadership

- Demonstrates passionate personal commitment to quality leadership.
- Acts as a representative for the entire organization, not just the department.
- Effectively translates concepts and information related to the department.
- Establishes credibility by demonstrating broad knowledge and good judgement.
- Positions ideas and proposals to address the needs, interests and concerns for all stakeholders.
- Oversight of departmental projects.
- Provides strategic leadership and direction to the reporting departments.
- Provides leadership and direction as a member of the Executive Leadership Team.
- Reviews and provides direction on procurement functions for reporting departments.
- Ensures the efficiencies of reporting staff through their selection, training, development and motivation.
- Provides direction on investigation and implementation of policy and procedure improvements.
- Monitors business plans, strategies, and processes to ensure high quality of service delivery within the corporate services portfolio.

Engaged Leadership

- Invests time in managing and developing people, individually and collectively.
- Creates an open, positive working environment to stimulate open discussion.



- Sets clear expectations, monitors, evaluates, rewards and develops performance.
- Builds leadership throughout the department.
- Guides and develops employees through success, career planning and professional development.
- Provides insightful, motivating and constructive feedback, coaching and guidance.
- Ensures the team has the capacity and diversity to meet current and future needs of the City.

Administration

- Reviews and approves all Council Administration reports for Corporate Services.
- Prepares and recommends annual Corporate Services budgets.
- Prepares various reports and recommendations for City Council.
- Administrative, financial, and corporate risk management operations of the organization.

Change Management

- Leads change that maximizes desired results and outcomes within the organization, department, and Council initiatives so delegated.
- Fosters an environment that promotes innovation, continuous improvement and manages risk-taking.
- Anticipates then addresses the impact of large scale changes on morale and productivity.
- Works with the Executive Leadership Team to develop a set of actionable and targeted change management plans, including communication plans, coaching plans, training plans and resistance management plans.

Accountability

- Develops a culture where people hold themselves personally accountable for results.
- Ensures resources are directed to support the organization's desired goals and culture.
- Plays a leadership role in shaping the values and culture of the organization by consistently exemplifying them.
- Serves as a role model in making critical decisions that are required to move the organization forward.
- Sets a climate where team and organizational achievements are recognized, rewarded and celebrated.
- Establishes expectations regarding performance and what success looks like.

Relationship Building

- Cultivates effective relationships and networks with other departments, residents, unions, regional partners, contractors, agencies and other levels of government.
- Builds a commitment to excellence and common purpose by promoting the vision internally and externally.
- Is accessible to staff and invests the time necessary to build relationships.
- Builds support through influence, negotiations and balancing regional and national interests.
- Acts as a liaison for the City with other agencies, ministries, local government, municipal government, Assessment, Legal Services and Legislative Services.

Regulatory Compliance

- Facilitates transparent, efficient, and accountable governance processes, while ensuring compliance with legal and regulatory requirements.



- Spearhead the development and implementation of strategies for equitable and transparent property assessment and taxation practices, aligning with the legislative standards of both Alberta and Saskatchewan.

Asset Management

- Actively promotes continual improvement of long-term financial forecasting through Asset Management Plans and 10-year Capital Plans.
- Incorporates asset management into the prioritization and planning process to improve consistency, transparency and defensibility of outcomes and results.

Other

- Reviews and responds to complaints and requests for services submitted by City Council and residents.
- Identifies and addresses matters that affect the overall health of the organization; morale, effectiveness, turnover, absenteeism and productivity.
- Supports diversity initiatives.
- Prepares and issues briefing notes and documents for review and discussion with the Executive Leadership Team.
- Other related duties as required.

Qualifications

- Completion of a four year post secondary degree in Business Administration or Commerce from a recognized institution.
- Postgraduate education such as an MBA, CPA, JSD, CLGM.
- Minimum of 11 years of related experience with 8 years of supervisory experience is required.
- Minimum of 4 years municipal management experience is considered an asset.
- A combination of formal knowledge and experience may be considered.
- Knowledge of municipal financial administration and accounting principles and practices;
- Knowledge of pertinent legislation such as the Lloydminster Charter, Local Authority Freedom of Information and Protection of Privacy Act (LA/FOIP), City of Lloydminster Bylaws as well as other municipal legislation.
- Ability to foster a cohesive work environment.
- Demonstrated leadership, organizational and management skills.
- Ability to work well under pressure, work within tight timelines and manage competing priorities.
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and municipalities in a diverse community.
- Knowledge of organizational structure, workflow and operating procedures.
- Proven ability to maintain strict confidentiality and demonstrate discretion.
- Knowledge of principles and practices of public administration and municipal government.
- Knowledge of public administrative research methods, techniques and report presentation.
- Knowledge of municipal operations and strategic direction.
- Ability to communicate effectively both verbally and in writing with staff, stakeholders, residents, clients, Council and the public in face-to-face, one-on-one settings and in group settings.



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- Ability to lead and effectively coordinate the efforts of various City departments and functions with other governmental or private agencies to accomplish City goals and objectives.
- Ability to analyze a variety of administrative, operational, fiscal and social problems and make sound recommendations for solutions.
- Ability to implement, develop and carryout working procedures and programs.
- Ability to work safely and tactfully without presenting as a direct threat to self and others.
- Valid Class 5 Driver's License registered in Alberta or Saskatchewan with an acceptable Driver's Abstract is required. This position may be required to operate a personal or municipal vehicle for business purposes.

The City of Lloydminster offers consistent working hours that afford a positive quality of life, a competitive salary/benefit package and is an equal opportunity employer.

Contact

If you have questions or require further information on this position, please feel free to contact us. All applications must be sent to the Human Resources team and received by the closing date.

Cindy Perkins

Manager, Human Resources

City of Lloydminster

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Phone: (780)875-6184 ext: 2117

External Candidates apply at: www.lloydminster.ca/jobs

Internal Candidate Email: employeerelations@lloydminster.ca

Application Deadline

June 5, 2024