



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

Town of Bonnyville Employment Opportunity General Manager of Planning and Community Services

The Town of Bonnyville is looking for an experienced and highly motivated General Manager of Planning and Community Services to join our executive leadership team. Reporting to the C.A.O., this exciting opportunity provides corporate oversight, direction, and strategic leadership to Planning and Development, Community Services, Family and Community Support Services, Economic Development, Protective Services, Emergency Management, Occupational Health and Safety and Recreation departments. As a member of the senior management team, the General Manager of Planning and Community Services is a key contributor to the organization's achievement of council's strategic objectives.

The General Manager of Planning and Community Services is a leader, motivator, influencer, team and relationship builder who promotes a safe, collaborative and professional work environment. The General Manager of Planning and Community Services is committed to achieving results through strength in leadership and management, sound decision-making, budgeting, and project management in complex political environments while supporting the Town of Bonnyville's Strategic Plan Priorities.

Essential Duties and Responsibilities:

- Contributes to strategic organizational planning as a member of the executive leadership team.
- Provides corporate oversight and strategic leadership to the following departments:
 - Family and Community Support Services, aligns visioning with community needs to deliver effective programs to residents.
 - Recreation provides programs and services for the swimming pool and develops regional partnerships to meet the needs of residents and share-service deliverables.
 - Planning and Development, oversees planning and development activities for the organization in the following service areas:
 - Development Services – reviews and approves services in the areas of development and subdivision.
 - Economic Development – focuses on growing a diverse employment base through investment attraction, business retention, and expansion activities.
 - Regional and long-range planning – develops and interprets long-term policy related to Town changes and growth and leads inter-municipal planning initiatives.
 - Safety Codes – responsible for the administration and enforcement of the *Safety Codes Act* on behalf of the Town.
- Directs, coordinates, and plans appropriately for activities in areas of responsibility to achieve annual operational plan and strategic plan outcomes and deliverables.
- Coach and mentor staff to improve decision-making and performance by conducting annual performance reviews and ensuring timeliness and consistency in performance-based reporting.
- Supports department directors in the strategic planning of their department's goals and objectives, delegates' responsibilities appropriately and provides guidance and motivation to achieve

outcomes.

- Reviews and recommends annual operating and capital budgets from a corporate perspective, ensuring responsible and appropriate use of municipal funds.
- Initiates, recommends, and reviews policy, bylaws and administrative directives, ensuring adherence to applicable legislation.
- Provides leadership and representation for the Town of Bonnyville in inter-municipal or regional collaboration, joint ventures, and inter-agency operations.
- Participates and provides leadership in Emergency Management activities as the Deputy Director of Emergency Management.
- Understanding of municipal processes in the context of planning and development, economic development, community services, recreation, and protective services operations.
- Monitor the expenditures of each Director and Manager, approve expenditures and prepare regular Departmental reports.
- Strives to continually enhance the quality and delivery of services through efficiency and innovation.
- Adheres to guidelines as set out in Town of Bonnyville policies and administrative directives.
- Accountable for organizational compliance with the *Alberta Occupational Health and Safety Act, Regulation and Code* and participation in the Health and Safety Program.
- Performs other related duties as required by the CAO.

Qualifications/ Education/ Experience:

- A degree or designation in public administration, business administration or related discipline with ten (10) years of senior level experience at the strategic level and strong political awareness in local government management.
- Advanced communication skills, both verbally and written, with interpersonal techniques and skills to lead, motivate, and influence employees, council, and stakeholders to achieve strategic goals.
- Superior organizational skills and the ability to perform multiple duties simultaneously with competing deadlines.
- A proven ability to lead, design, implement and maintain business improvement activities with experience delivering detailed and accurate public presentations, policy and reports to council and other levels of government.
- Exceptional decision-making, budgeting and project management skills and experience to implement and maintain business improvement activities in complex political environments.
- Membership in the Society of Local Government Managers and familiarity with municipal governance, operations, and knowledge of rural communities. High level of working knowledge of the Municipal Government Act would be an asset.
- An understanding of the current legal environment in which the municipality operates including applicable federal, provincial, and local legislation, regulations, standards, guidelines, and best practices.
- 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.

Compensation:

The Town of Bonnyville offers a competitive annual salary between **\$117,900.21 - \$150,473.86**. municipal

pension plan (LAPP), (3) three-weeks vacation allocation with an additional day per month in compensation for overtime, and a comprehensive benefits package.

This opportunity is permanent full-time and is 40 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The opportunity is in our Town of Bonnyville Office, located at 4917 49 Avenue Bonnyville Alberta.

Closing Date: Until Suitable Candidate is Found.

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 however only those selected for an interview will be contacted.*