

Cultivate Your Career



MANAGING DIRECTOR, OPERATIONS PERMANENT FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Office of the CAO
Location	5 St. Anne Street, St. Albert
Salary	\$186,396 - \$228,328 per annum
Closing Date	October 7, 2024
Competition #	24/170

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 72,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

Due to an upcoming retirement, the City of St. Albert is recruiting to the position of Managing Director overseeing the Operation portfolio. Reporting to the Chief Administrative Officer (CAO), the Managing Director oversees the departments of Recreation & Parks, Community Services and Public Operations to provide strategic direction, operational advice, and model the tone and culture of our corporation.

The incumbent liaises with Council to ensure quality service delivery and implement Council's strategic plan. As part of a 4-member Executive Leadership Team (CAO & 3 Managing Directors), they are responsible for planning, organizing, directing, and evaluating all department functions within their portfolio. They ensure the long-term direction from Council and the Corporation is delivered through the noted functions in accordance with applicable policies, standards, and guidelines. As part of Executive Leadership, they co-lead the City's long-term planning, foster positive employee engagement, and set the conditions for success. They proactively review programs and directives to continually improve service delivery and assist or take on responsibilities through corporate business plan sponsorship and provide issue resolution, decision analyses and project leadership. They act as a facilitator of change and provide expertise on innovations to meet the needs of managers, residents, Council, and other stakeholders.

The ideal candidate has a strong understanding of all functions in a municipality and understands the corporate-wide implications and political sensitivity of decisions and issues. They are a trusted advisor to the CAO and Council including advising on contentious or politically sensitive matters. Similarly, they are loyal and accountable to professionally execute the decisions of the CAO and Council. They are adaptable in that the departments, projects, powers, and delegations may change as the City grows and responds to council expectations and our operating environment. They are a collaborative, visionary and strategic leader that thrives in team settings and has strong interpersonal and management skills.

QUALIFICATIONS

- A bachelor's degree in business, communications, computer science, finance, engineering, human resources, law, planning, public administration, recreation or another related field combined with 15 years management experience, including 7 years experience at a senior executive/administrative level. A suitable combination of education and experience may be considered.
- A master's degree in a related field is an asset.
- Professional Designation(s) and Certifications in fields/service areas the City provides are an asset.
- Certified Local Government Manager (CLGM) is an asset.
- Excellent oral/written communication skills are required including the ability to make effective public presentations.
- Strong business acumen with excellent planning and financial management skills are required.
- Strong computer skills including Microsoft Office, and the ability to learn new technology as required.
- A Class 5 Drivers License and personal vehicle for work use is required.

HOURS OF WORK

This position works 40 hours per week, Monday – Friday (8:00am – 5:00pm) and receives one (1) Earned Day Off per month. There is a requirement of additional and evening hours. The successful applicant may be eligible for a hybrid (office/home) work arrangement. The position requires the ability to work extended hours on occasion to complete special requests or projects, coordinate/participate in evening and off-hours meetings, and respond to emergencies. Applicants must reside in Alberta or be able to relocate to Alberta.

COMPENSATION

\$186,396 - \$228,328 per annum. In addition, the City of St. Albert provides a generous benefits package that includes a pension plan (LAPP), APEX and MuniSerp and starts at five (5) weeks of annual vacation, which increases based on years of service. <https://stalbert.ca/cosa/careers/benefits/>

The successful applicant will be required to obtain a satisfactory police information check. Qualified applicants are invited submit their cover letter and resume via the City of St. Albert Employment website www.stalbert.ca/employment

CLOSING DATE – October 7, 2024

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.