



General Manager of Planning & Community Services

The Municipal District of Bonnyville No. 87 invites applications for the General Manager of Planning & Community Services. The General Manager of Planning & Community Services is responsible for the coordination of all activities required to coordinate, develop, and operate the Planning & Community Services Department.

Duties & Responsibilities:

Senior Management

- Demonstrate leadership, direction, and accountability for the Planning and Development, Parks and Recreation, Community Services, and Economic Development Departments as well as Kinosoo Ridge Resort.
- Form an integral part of the executive team to provide guidance on overall organizational strategic planning and growth strategies.
- Set organizational performance measures and subsequent evaluation methods in collaboration with the executive team.
- In consultation with the CAO, ensure the goals and objectives of Council are achieved.
- Provide expertise, guidance, and recommendations to the CAO, executive team, and organizational leaders in all aspects of the Department.
- Develop, implement, and monitor the department's annual business plans, capital projects and annual operating and capital budgets.
- Ensure legal issues and concerns pertaining to the department are addressed and in accordance with legislation, regulations, and policy.
- Direct policy development for recreation facilities, community services programming, economic development, levels of service, and risk assessment.
- Provide governance in accordance with current legislation policies, processes, and procedures.
- Review of insurance coverage, facility inspections, and risk management issues involving legal liability.

Planning & Development

- Research, evaluate, and negotiate land development and management processes.
- Ensure the safety codes are in accordance with the Safety Codes Act and all policies as defined by the municipality.
- Support community education and engagement processes to ensure alignment with municipal policies.

Economic Development

- Plan, organize, direct, and evaluate effective programs to assist in promoting economic development.
- Direct the ongoing implementation of the M.D. Business & Industry Growth Strategy.

Community Services

- Promote a positive image of the department through strong community relations, committees, and boards including the Bonnyville and District Centennial Centre and local FCSS regional offices.
- Manage and collaborate with the Parks & Recreation Manager in the operations and programs offered at the Shaw House Visitor Information & Interpretive Centre.

Parks & Recreation

- Direct the ongoing implementation of the M.D. Recreation Master Plan.
- Manage and collaborate with the Parks & Recreation Manager in the operation and maintenance of boat launches, playgrounds, ball diamonds, trails, and owned or leased campgrounds.

Kinosoo Ridge Resort

- Implementation of a Kinosoo Ridge All-Season Resort Master Plan
- Collaborate with the Kinosoo Ridge Resort Managers to ensure the overall activities, guest service programs, safety, operations, maintenance and goals of the resort goals are obtained.
- Other duties as assigned within the scope of the position.

Qualifications:

- Completion of secondary training in this field.
- Ten (10) years of experience in public municipal planning, six (6) years of which are at a supervisory/managerial level.
- Resolve complex planning issues through negotiation.
- Ability to communicate clearly and concisely, both written and verbal.
- Demonstrated knowledge of the Municipal Government Act and Provincial Statutes.
- Computer knowledge particularly with systems for business applications.
- Excellent interpersonal skills and demonstrated leadership ability.
- Excellent communication skills, both oral and written.
- Ability to anticipate sensitive issues and practice effective diplomacy.
- Proven problem-solving skills and the ability to manage stressful situations.
- Driver's Abstract, if required.

Please visit md.bonnyville.ab.ca/jobs.aspx for a full job description.

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87
Attn: Human Resources
Postal Bag 1010
Bonnyville, Alberta T9N 2J7
Email: hr@md.bonnyville.ab.ca
Closing Date for Applications: January 1, 2025