

## Director of Corporate Services

### Employment Opportunity

Are you a strategic leader with a passion for finance, innovation, and public service? The **Town of Westlock** is looking for a dynamic **Director of Corporate Services** to join our Senior Leadership Team.

Located just under an hour northwest of Edmonton, Westlock is a thriving rural hub where innovation, ambition, and collaboration thrive. With a solid foundation and a clear vision for the future, we invite you to help us build on the momentum and shape what comes next.

### The Opportunity

Reporting to the Chief Administrative Officer (CAO), the Director of Corporate Services provides strategic and operational leadership for the Town's Finance and Information Technology functions. This role is responsible for long-term financial sustainability, sound fiscal stewardship, technology planning, and service innovation. As a key member of the Senior Leadership Team, you will help guide corporate strategy and ensure the effective delivery of services aligned with Council's priorities and the needs of our community.

### Key Responsibilities

- Lead the financial operations of the Town, including budgeting, taxation, assessment, reserve planning, reporting, and treasury.
- Oversee the IT function, including infrastructure, security, vendor management, and digital transformation strategies.
- Prepare operating and capital budgets, financial forecasts, and year-end audit working papers in accordance with public sector accounting standards.
- Support corporate initiatives and represent the Town in regional and provincial financial and IT forums.
- Provide leadership, supervision, and mentorship to departmental staff.
- Collaborate with other departments to promote effective service delivery and organizational improvement.
- Participate in emergency management and ensure health, safety, and risk management practices are in place.

### Qualifications

- A degree in Business Administration, Commerce, Public Administration, or a related field.
- Professional accounting designation (CPA – CGA, CMA, or CA).
- 8+ years of progressively responsible and supervisory experience in finance or municipal administration.
- Experience with financial planning, property taxation, assessment, and investment management.

10003 106 Street, Westlock, Alberta, Canada T7P 2K3

**Office:** 780-349-4444 / **Toll Free:** 1-866-349-4445 / **Fax:** 780-349-4436

[www.westlock.ca](http://www.westlock.ca)

- Familiarity with the Municipal Government Act and public sector financial reporting.
- Experience overseeing IT functions
- Working knowledge of municipal software systems and strong technical skills.
- NACLA Level I and II considered an asset.
- A commitment to accountability, service excellence, and continuous improvement.

## Why Westlock?

Westlock offers the best of both worlds—rural charm and community spirit with quick access to major urban amenities. The Town of Westlock offers a collaborative and innovative work environment, opportunities for professional growth, and the chance to contribute to a vibrant and growing community. If you're looking for a career where you can shape the future of a community and leave a lasting impact, we'd love to hear from you!

The Town of Westlock offers a competitive salary and excellent employee benefit program including Local Authorities Pension Plan (LAPP). Satisfactory background screening is required for this position including a criminal record check, and 5-year drivers abstract upon acceptance of the position.

**Questions:** Please call Simone Wiley, Chief Administrative Officer, 780-349-4444.

**Apply today and be part of our dedicated team:** Join the Town of Westlock and help us build a prosperous and sustainable future! If you're ready to take on a senior leadership role in a community that values integrity, innovation, and collaboration, we want to hear from you.

This competition will remain open until a suitable candidate is found. The Town of Westlock thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Please submit your resume, cover letter, and, if available, a portfolio showcasing your relevant experience and qualifications, along with three references, in confidence to:

Town of Westlock  
10003-106 Street  
Westlock, Alberta T7P 2K3  
Phone: 780-349-4444  
Fax: 780-349-4436  
Email: [employment@westlock.ca](mailto:employment@westlock.ca)



**REPORT TO: CHIEF ADMINISTRATIVE OFFICER (CAO)**

**INCUMBENT: DIRECTOR OF CORPORATE SERVICES**

---

Reporting to the Chief Administrative Officer (CAO), this position is a member of the Senior Leadership Team (SLT) and is primarily responsible for the overall strategic planning, leadership, and management of the Corporate Services Department which includes finances, accounting, taxation and assessment and information technology. This position will exhibit a service-oriented approach when implementing the directions of Council and interacting with the public, municipal staff, government agencies, community organizations, boards, and contractors.

This position is an integral part of monitoring ongoing capital projects, and operational costs and will establish and oversee the daily and long-term strategic management of assets within the Town.

---

The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars and courses at the discretion of the Employer to facilitate job knowledge and performance.

---

### **Key Responsibilities:**

#### **1. Corporate and Functional Leadership:**

- Plan, organize, direct, control and evaluate the operations of all services delivered within the Department
- Track trends and anticipate issues that affect the community or services to other Departments
- Participate with the SLT in planning and making decisions related to the organization
- Provide visionary leadership that is consultative and responsive
- Plan, implement, coordinate, and supervise the activities of the Department
- Liaise with other provincial and municipal governments and other major service providers to ensure coordination, cooperation, and efficiency in the development and implementation of service initiatives
- Monitor the allocation of and direct resources within areas of responsibility to ensure the achievement of deliverables articulated within applicable work plans and identified projects while maintaining a high level of service
- Act as a staff liaison to the appropriate community groups
- Act as a project lead on more complex initiatives and applications
- Accountable for the management of risks, service delivery, organizational effectiveness, and execution of several major projects
- Undertake initiatives related to continuous improvement

## **2. Operational Management and Oversight:**

- Coordinate the municipal budget process (reporting, tax calculations, requisitions, etc.)
- Plan and implement Department objectives to maximize service delivery within the operating and capital budget
- Responsible for the municipal taxation process and property assessment including ensuring that mill rates are set to ensure the Town receives the tax funding it requires
- Advise on appropriate reserve fund management to address and plan for future Capital requirements
- Oversee, review, advise, and update CAO and Council on Town assets, debentures, and investments
- Manage Town revenues and reserve funds through provision of banking, investment, and cash flow projection services
- Plan and oversee the Town's overall financial management activities including budgeting, inventory control and reporting, accounting, and insurance
- Prepare and administer the annual operating and capital budgets for the Department in coordination with the CAO
- Prepare the annual operating and capital budgets as well as multi year plans as required by legislation or directed by Council
- Compile, prepare and (in discussion with SLT) recommend the overall Town operating and capital budgets and associated tax rates. Collaborate with the CAO/SLT for final presentation to Council
- Ensure that financial management and reporting is carried out in a timely and effective manner
- Prepare the necessary year-end working papers and applicable audited financial statements pursuant to Generally Accepted Accounting Principles and practices
- Promote transparency and accountability by coordinating major tendering and purchasing processes in conjunction with auditors and staff
- Prepare financial reporting as required
- Accountable for the development and management of the Department's capital and operating plans and budgets, ensuring the coordinated and efficient use of the workforce, assets, equipment, and resources
- Annually participate in and develop the short- and long-term plans and all capital work projects
- Access and account for additional funding such as grants, donations, and proceeds from the sale of service
- Monitor, manage, and report on Canada Community Building Fund (CCBF) and Local Government Fiscal Framework (LGFF)

## **3. Information Technology Oversight:**

- Provide strategic direction for IT services, ensuring reliable, secure, and efficient technology infrastructure and support across all departments
- Oversee IT policy development, system upgrades, cybersecurity protocols, and disaster recovery planning
- Identify opportunities for innovation and digital transformation to improve service delivery
- Manage relationships with IT vendors, service providers, and consultants

#### **4. Human Resources and Workforce Leadership:**

- Work collaboratively with the Human Resources Coordinator to develop workforce planning and succession strategies
- Communicate organizational and departmental goals, values, policies, and procedures to staff
- Provide leadership and supervision to Corporate Services staff, ensuring alignment with municipal objectives
- Conduct performance evaluations and implement professional development opportunities
- Foster a culture of collaboration, innovation, and accountability within the department
- Ensure effective management of employee performance and workplace expectations

#### **5. Emergency Management:**

- Act in an assigned role when the Emergency Coordination Centre (ECC) is activated
- Participate in mandatory emergency management training and exercises for the ECC role

#### **6. Safety and Risk Oversight:**

- Ensure appropriate safety and risk management policies and procedures are in place and followed
- Ensure all insurance and regulatory requirements are met
- Ensure all staff are appropriately screened and trained
- Maintain an effective departmental safety program that adheres to all WCB regulations, including safety rules and procedures, safety orientation and training, identification and correction of workplace hazards, accident and incident investigation, and regular meetings
- Actively promote a health and safety mindset through continuous communications, relationship building, and leadership across all areas and levels in the organization

#### **Education and Experience:**

- Post-secondary degree in Business Administration, Commerce, Public Administration, or a related discipline
- Chartered Professional Accountant (CPA) designation or equivalent (CGA, CMA, CA) preferred
- Minimum 8 years of supervisory experience in progressively responsible leadership positions
- Experience in financial planning, budget preparation, property tax and assessment, cash flow, investment, and general ledger accounting
- Previous experience in a municipal administration setting is preferred
- Completion of or working towards the National Advanced Certificate in Local Authority Administration (NACLAA) Level I & II is an asset
- Strong knowledge of municipal finance, legislative requirements, and regulatory frameworks
- Advanced proficiency with financial software, Microsoft Office Suite, and database management
- A combination of education and/or experience related to this position may be considered

**Knowledge, Skills, and Abilities:**

- Strong financial acumen with expertise in budget development and municipal finance
- Strategic leadership skills with the ability to align financial planning with organizational objectives
- Excellent analytical and problem-solving abilities, with experience in risk assessment and decision-making
- Exceptional organizational and project management skills to handle multiple priorities effectively
- Ability to work within a political environment and navigate complex stakeholder relationships
- Strong communication and interpersonal skills to engage with Council, staff, and the public
- Proven ability to foster teamwork and mentor staff to achieve departmental goals
- Commitment to continuous improvement and innovation in municipal service delivery

**Environment:**

This position functions with a significant level of independent decision-making authority. This position requires the incumbent to operate with a high degree of independence on applications or work tasks which may be complex and sensitive in nature.

Political, human relations and economic pressures provide challenges that impact this position.

Features of work which create unusual demands, or which create physical and/or mental stress are:

- Issues faced in this position will be diverse, complex, politically sensitive, and often of a time sensitive manner within an extremely busy environment
- The position requires the incumbent to effectively balance competing and conflicting interests, project deadlines, and work tasks in a fast-paced environment
- Requires discretion and confidentiality in handling sensitive financial and personnel matters
- Work outside traditional business hours to meet deadlines and attend meetings
- Travel is required for business, professional development and stakeholder engagement
- Safety commitment: Adhere to all aspects of the Town's Occupational Health and Safety Policy and program, practicing safety in daily duties

**Signatures:**

**I have read and understand the contents contained within this job description. The Chief Administrative Officer has informed me that this is a general description of the duties, responsibilities, and qualifications for the position of Director of Corporate Services. This description will form the basis for my classification level and the basis for my performance evaluation.**

**Employees Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_