

**TOWN OF ROCKY MOUNTAIN HOUSE
EMPLOYMENT OPPORTUNITY
DIRECTOR OF CORPORATE SERVICES**

The Town of Rocky Mountain House, population 6700, is located 85 km west of Red Deer. The Corporate Services Department is looking for an energetic individual to fill the position of Director of Corporate Services. The community has just completed a significant investment in the downtown core revitalization program and the recently opened Christenson Sport and Wellness Centre. The Town is a committed partner to the collaborative “Stronger Together” agreement with Clearwater County and the Village of Caroline. The Director plays a key role as a member of the senior management team responsible for the provision of corporate services including: legislative services, strategic planning, finance, human resources, and information technology.

Job Summary:

- Work collaboratively with CAO and department heads in achieving Council goals and priorities and having an understanding of legislation and governance trends and the potential impact on service levels.
- Provide reports, information, and effective strategic advice to the CAO and Town Council.
- Interpret Bylaws, Acts and related statutory documents and respond to requests for information from the public.
- With the cooperation of the department heads, will assume the leadership position to review, develop, and implement a corporate HR program.
- Plan, organize, direct, control and evaluate the operations of information technology services.
- Initiates and drives consultative policy development processes that captures the culture and values of Council.
- In conjunction with the CAO, is responsible for the Town’s overall financial position and reports efficiencies and deficiencies to Council.

Requirements:

Interested applicants should possess the following skills and qualifications:

- Post-secondary education in Business or Public Administration
- Accounting designation and/or significant experience in finance or accounting. Acceptable equivalences will be considered.
- National Advanced Certificate in Local Authority Administration I and II would be an asset
- Experience in Municipal operation and management would be an asset
- Knowledge & experience with municipal IT programs with an aptitude and interest in technology
- Experience in human resource management would be an asset
- Excellent interpersonal skills
- Excellent verbal, written and presentation abilities
- Strong facilitation skills
- Valid Alberta Class 5 driver’s license
- The successful applicant must provide a criminal record check.
- Willingness to relocate.

The Town of Rocky Mountain House offers a highly attractive total compensation package, including competitive salary, excellent benefits, learning & development opportunities as well as a great work environment which provides excellent opportunities for professional growth.

This is a full-time position (40 hours per week) that includes a complete benefit package.

Please forward resume in confidence – including qualifications, experiences and references to:

Town of Rocky Mountain House
Attention: Todd Becker, CAO.
tbecker@rockymtnhouse.com
P.O. Box 1509
Rocky Mountain House, Alberta T4T 1B2

Competition will remain open until the fitting candidate is found.

The Town of Rocky Mountain House thanks all applicants for their interest; however, only those applicants being considered for the position will be contacted.