



TOWN OF STONY PLAIN EMPLOYMENT OPPORTUNITY

MANAGER OF STRATEGIC SERVICES

Located 17 Kms west of Edmonton, the Town of Stony Plain is a vibrant and fast-growing community of over 16,000 that boasts a small-town atmosphere while offering the amenities and conveniences of a big city. Culture and community have always been integral to life in Stony Plain. Residents foster our community through many cultural activities, sporting events, social functions, markets and popular annual festivals.

If you are a self-motivated, strategic thinker who is interested in joining an innovative team of professionals, we have a role that will challenge you with its wide breadth of scope and opportunities to support and enhance the Office of the Chief Administrative Officer (CAO). We are looking for someone with an entrepreneurial spirit that is interested in leading and engaging all levels of the organization in Council/CAO strategy implementation, public interface, and inter-governmental relations.

Reporting to the Town Manager, this permanent full time position is responsible for developing, engaging, and implementing the Town's government relations strategy while maintaining a coordination effort for strategic initiatives. This role will guide and provide leadership to the functional areas of the office of the CAO, while offering support and policy advice to the Council and CAO. The successful candidate will empower and engage staff while acting as a focal point on projects/processes that require coordination due to intersection of strategic priority, government focus/funding and public imperative. The Manager participates in strategic planning, identifies departmental budget requirements and manages personnel requirements, issues and concerns within their functional area.

We are seeking a candidate with a good working knowledge of government relations; supporting elected officials and senior management. The successful candidate will have highly developed organizational, communication and interpersonal skills and the ability to foster and maintain positive relationships with various stakeholders, both internal and external to the organization. Your strong ability to gather information through researching, interviewing, or other methodologies will help to ensure your success in this role, as will your knowledge of and experience with economic development, tourism and cultural planning, and municipal communications.

Education:

- Post-secondary degree or diploma in the area of Business Administration, Economic Development, Communications, Marketing, Political Science, or Economics
- Affiliation with the Government Relations Institute of Canada

Experience:

- Minimum of 5-10 years direct experience in a Municipal or similar setting, with focus in one or more of the functional areas

The Town offers an excellent benefit package including the Local Authorities Pension Plan, plus the option to participate in the Apex Supplementary Pension Plan. Based on a 35 hour work week, the salary range for this position is \$87,861 - \$112,619 (starting salary is negotiable within this range based on suitable experience and qualifications).

For complete details, please visit our website at www.stonyplain.com under the “Employment” tab.

Please submit your resume to:

Town of Stony Plain
4905 – 51 Avenue
Stony Plain, AB T7Z 1Y1
Attention: Human Resource Services

Competition # 2017031

Deadline for application submission is Thursday, July 27, 2017 at 4:00pm

The Town of Stony Plain thanks all respondents, however, only those selected for an interview will be contacted.