EMPLOYMENT OPPORTUNITY

Community Services Manager

Permanent Full-Time Position

The Town of Redwater is situated just 35 minutes north east of Edmonton and borders the Alberta Industrial Heartland; this community is poised for significant growth. Redwater offers great recreation, culture, education and health care to the area residents. Visit our website to learn more about our great community: www.redwater.ca

If you enjoy working in a positive environment and are looking for a career opportunity that encourages growth and educational opportunities, this position will interest you. Our team is seeking an individual who is highly motivated and enthusiastic who will be responsible for the management of the Community Services Department. As part of the Leadership Team, the Community Services Manager is involved with establishing strategic direction and coordinated planning of departmental priorities and programs which align with corporate goals and objectives.

Reporting directly to the Town Manager, this individual will be responsible for the following areas:

- Planning projects within Community Services
- Strong knowledge of the function areas of community and social based services such as Recreation and Parks, Family and Community Support Services (FCSS), Community Adult Learning (SALC)
- Budget, financial planning and reporting of the department
- Researching funding sources which include proposal development
- Ability to facilitate groups, deliver community presentations, provide support and make referrals for children, youth, families, individuals and seniors

The ideal candidate will have:

- Degree/Diploma in an applicable program i.e. education, social work or recreation
- Designations such as Certified Local Government Manager (CLGM) or certificate in Local Government (LGA) a benefit
- At least 7 years supervisory experience with minimum 5 years at a senior management level.
- Computer expertise including Microsoft Word, Excel, Outlook, PowerPoint, Internet and financial accounting software
- Public speaking ability
- Excellent communication skills
- Project and time management skills
- Ability to lead, provide support to department staff and work within a team environment

A detailed position description is available on our website: www.redwater.ca

Salary range for this position is $93,411.21 - $125,719.19. The Town of Redwater provides an excellent benefit package. Please forward your resume and three work related references to:

Larry Davidson, Town Manager, Town of Redwater, Box 397, Redwater, AB, T0A 2W0
Email: cao@redwater.ca Fax: (780) 942-4321 Ph.(780) 942-3519

Deadline for submissions of resumes is 4:00 p.m., Thursday March 12, 2020
The Town of Redwater thanks all applicants for their interest, however only those who have been selected for an interview will be contacted.