



Municipal District of Bighorn No. 8

No.2 Heart Mountain Drive, P.O. Box 310, Exshaw, Alberta T0L 2C0

Phone: (403) 673-3611 • Calgary Direct: (403) 233-7678

Fax: (403) 673-3895 • Email: bighorn@mdbighorn.ca

[Website: www.mdbighorn.ca](http://www.mdbighorn.ca)

Director of Corporate & Community Services

Municipal District of Bighorn

About the Municipal District of Bighorn:

The Municipal District of Bighorn No. 8 is a rural municipality located in the beautiful natural setting. A community of unique communities, the MD is characterized by ranching and other agricultural uses, industrial uses, low impact tourism facilities, hamlets, and large tracts of undeveloped crown land reserved for forestry activities. It is recognized that the quality of life of our residents is tied to a healthy, natural environment and a robust economy.

Why work for us?

- Competitive salary
- Health Benefits
- Pension
- Wellness Spending Account
- Paid vacation and personal days
- Work/Life Balance
- Management Days Off

Summary:

This designated officer position is responsible for carrying out the statutory responsibilities related to Corporate and Community Services reporting to the Chief Administrative Officer (CAO) and serving as an integral member of the senior leadership team. The Director of Corporate & Community Services is responsible for leading the MD, in the areas of Finance, Administration, and Community Services.



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Hours of Work:

Monday to Friday, 8:30 a.m. to 4:30 p.m. Flexibility required.

Salary:

Starting at \$183,513.60

Duties and Responsibilities:

Leadership/Human Resource Management:

- Providing appropriate leadership for the Corporate & Community Services department and ensuring there are proper staff development opportunities and resources available.
- Ensuring proper and regular monitoring and evaluation of employee performance including the timely resolution of issues.

Strategic Leadership:

- Participating on the senior leadership team to assist the CAO in developing and implementing policies, procedures, and the decisions of Council.
- Spearheading the management of the investment portfolio, and strategically working with the MD's financial institutions to maximize the returns on approved investments.
- Developing, implementing, and managing asset, fleet, and overall life-cycle management plans.
- The overall integrity of the corporate financial reporting system and the MD's financial records.
- Acts as or ensures that a clerk is appointed for the Assessment Review Board.
- Acts as or ensures a staff member acts as benefits and payroll officer.

Council Interaction:

- In conjunction with the CAO, present the annual operating and capital budgets to Council for approval, including the statement of assets, liabilities, revenues, and expenditures of the Municipality.



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Public Relations/Customer Service:

- Delivering superior customer service in a positive and informative way to both internal and external stakeholders and ensuring it is a key priority.
- Coordinating prompt and proper handling of all ratepayer requests, enquiries, and complaints as they pertain to the Corporate & Community Services department.
- Serving on, or appointing an appropriate individual to, the Assessment Review Board.

Financial/Technical:

- Preparing and presenting the annual operating and capital budgets.
- Overseeing the preparation and distribution of monthly budget reports for each department.
- In coordination with the auditors of the MD, ensure that annual financial statements are prepared and submitted in a timely manner according to best practices and required legislation.
- Monitors cash flow and cash requirements initiating investments as provided in MD policy.
- Reviewing and reporting the Municipality's financial reports and investigating variances.
- Supervising and controlling the preparation and presentation of assessment and taxation reports and notices, utility invoices, quarterly GST claims, and processing all land titles applications and changes as they are received.
- Ensuring that the annual assessment roll, tax levies, tax penalties, and tax recovery procedures are maintained and applied in accordance with MD bylaws and Provincial Statutes.
- Reconciling the GL, payroll, utility, and receivable accounts as required.
- Coordinates/assists with grant applications and the record keeping for grants outstanding and received.
- Develops systems and procedures to maintain MD financial records and ensures financial control and budget compliance.
- Overseeing the AP/AR functions for the MD;
 - all benefits and payroll functions for the Municipality, including the preparation of payroll/cheques, completion/submission of payroll remittances, preparation of T4 slips, and year-end reports;
 - proper insurance coverage, including all renewals, additions, and deletions to insurance policies and records.



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IT/Systems Management

- Ensuring and overseeing the effective and efficient operations of the MD's information technology/computer systems, by providing localized software/hardware support; and providing liaison with contracted suppliers/support for applications when necessary.

Other:

- Maintaining professional affiliations and demonstrating a comprehensive current knowledge of applicable legislation, new trends and literature.
- Managing the life cycle of the grant application process.
- Municipal District of Bighorn No. 8 – Director of Corporate & Community Services 4
- Carrying out the functions of a designated role in the Municipality's emergency plan, as assigned by the Director of Protective Services & Fire Chief or the CAO.
- Performing other duties as requested by the CAO.

Qualifications:

- An accounting designation (CPA), or a relevant combination of education and experience gained in a complex and dynamic environment.
- Knowledge of current financial practices, specifically those related to the public sector, municipal legislation, and relevant statutes.
- Demonstrated experience in leadership, governance, strategic planning, organizational development, team building, customer service, and conflict resolution.
- Strong computer skills.
- Proven leadership experience, team building, strategic planning, organizational development, customer service, and conflict resolution skills.
- Able to demonstrate an open, supportive, and collaborative leadership style that supports a unified team approach (both within the Corporate & Community Services portfolio, as well as within the organization) and leads others by example.
- Ability to provide guidance, support, and mentoring of staff for succession planning.
- Demonstrated strategic thinking capability, coupled with the long-term vision and dedication required to be proactive.
- Experience supervising, coordinating and conducting performance evaluations in a respectful, supportive, and productive manner.
- The capacity to work effectively, both independently and as part of a team. Strong proponent of a unified approach and able to lead by example.



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- Aptitude to not only understand the detailed finances, but also be able to articulate a story behind the numbers in a way that diverse audiences can understand.
- Ability to multitask, prioritize work, and meet tight deadlines in a fast-paced, and ever-changing environment.
- Superior organizational, communication (written and verbal), and report-writing skills.
- Excellent interpersonal and customer service skills with presence and energy, coupled with the ability to foster strong relationships with staff members, elected officials, the community, and key stakeholders.
- Sound analytical, problem solving, planning, and organizational skills.
- Strong cognitive ability to balance the big picture while focusing on the details of process and systems.
- Comfort in working within a changing environment, and not afraid to hit head on, conflict and resistance to change. Able to make difficult decisions and enforce said decisions.
- Working knowledge of the rural environment as well as urban municipal interface.

Application Deadline & Submission:

Open until a suitable candidate is found.

Submit your application with a resume and cover letter to: hr@mdbighorn.ca