



Job Description

Working Title:	GENERAL MANAGER OF CORPORATE SERVICES
Position Type:	PERMANENT
FTE (ie: 1.0, 0.5):	1.0
Classification:	GENERAL MANAGER
Division:	SENIOR LEADERSHIP TEAM
Department:	CORPORATE SERVICES
Reports To:	CHIEF ADMINISTRATIVE OFFICER (CAO)
<input type="checkbox"/>	New Position
<input checked="" type="checkbox"/>	Update of current position
<input type="checkbox"/>	Significant changes (at least 50% of job has changed) – Job Evaluation required

SECTION I: PURPOSE OF POSITION

The General Manager of Corporate Services, as a member of the Senior Leadership team, provides strategic leadership to promote and achieve organizational cohesion, the development of a culture of continuous improvement, and the promotion and adherence to organizational values. The General Manager will provide high level strategic and operational oversight for the functional areas of Financial Services, Legislative Services, Technology Services and Human Resource Services. This position will play a key role in making recommendations to Council and implementing Council decisions in concert with the Senior Leadership Team. The General Manager is responsible for ensuring responsible financial management; providing leadership to enterprise wide Corporate and Fiscal planning; progressive people management, legislative compliance, and effective technology.

SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility
	<p><u>Leadership</u></p> <ul style="list-style-type: none"> • Provide high level strategic and operational oversight consistent with Council's approved Strategic Plan and the Town's Corporate Plan; as well as financial, human resources, information technology and governing legislation; • Ensure the functional areas of responsibility adhere to and promote the Town's vision, mission and values, and comply with policies and procedures; • Engage staff in responsible functional areas and provide direction for strategy development, corporate financial planning and budget monitoring. Represent these functional areas as necessary within Town processes (ie: corporate planning); • participates in the development and evaluation of Town business decisions, bylaws, policies and procedures from a Corporate Services perspective; • Team leadership for Corporate Services focusing on effective team building, conflict resolution, mentorship, coaching and motivating employees. Hold direct reports accountable to their responsibilities and results; • Monitor the allocation and direct the resources within areas or responsibility to ensure the achievement of deliverables articulated within applicable work plans and identified projects; while maintaining a high level of service; • Ensure linkages between functional areas are identified, created and maintained, ensuring resources flow between units
	<p><u>Financial Management, Systems and Control</u></p> <ul style="list-style-type: none"> • Chief Financial Officer for the Town of Stony Plain with oversight of all banking and investment functions of the organization and all financial reporting and audit processes • Ensure the integrity and reporting of the Town's statutory, regulatory, management and taxation obligations, and respond to recommendations made as a result of external audit processes; • With the support of the Financial Services Manager, control and report on accurate financial information, including the annual budget, revenue, expenditures and tenders, to meet the needs of external and internal stakeholders; • Develop, implement and maintain a financial management framework and financial models which promote effective budget management and fiscal responsibility; • Leadership, design & implementation of the annual enterprise-wide Fiscal planning process; • Direct responsibility for the operating and capital budgets in General Government and Corporate Services; ensuring optimal allocation and stewardship of financial resources (capital and annual budgets); • Provide leadership and high level problem solving support to the Finance team in the timely delivery of effective financial systems, compliance, reporting and operations; including effective budgeting and accounting processes, compliance and statutory obligations, production of timely, comprehensive financial management reports, and the delivery of effective financial operations.

	<p><u>Risk Management and Safety</u></p> <ul style="list-style-type: none"> • Responsible for oversight of legal actions on behalf of or against the Town, acting as liaison with the Town Solicitor; • Oversight of security of the Town’s assets and mitigation of liability through Insurance and Risk Management; • Oversight of Procurement to ensure competitive purchasing and compliance with public sector purchasing protocols; • the development of risk management and safety programs, that are consistent with Town Standards and policy as well as provincial and federal legislation, for employee and contractors working in the Department and for members of the public; • Approve risk management and safety plans for the department; • Provides leadership and support of the overall management of health & safety within the Corporate Services department
	<p><u>Technology and Legislative Management</u></p> <ul style="list-style-type: none"> • Oversight of business processes related to Town Council meetings; • Oversight of security of the official records of the Town and the administration of Freedom of Information and Protection of Privacy (FOIPP) legislation requirements; • Oversight of the effective delivery of Technology as a productive tool for the organization while also providing for system security that ensures business continuity
	<p><u>Human Resources Management</u></p> <ul style="list-style-type: none"> • Oversight of Human Resources through input to strategy, policy and compensation review processes; • Oversight of legislative compliance and quality assurance.
	<p><u>Other</u></p> <ul style="list-style-type: none"> • Attend all Council Meetings • Other reasonable duties assigned by the CAO, and within the scope of this position

SECTION 3: SUPERVISION OF OTHERS

Position Title	Direct	General
Manager of Financial Services	☒	☐
Manager of Legislative Services	☒	☐
Manager of Human Resource Services	☒	☐
Manager of Technology Services	☒	☐

SECTION 4: QUALIFICATIONS

Level of education and experience required:

- Post-secondary degree from a recognized education institution in the area of Commerce, Public Administration and Political Science required.
- Masters in Business or Public Administration is desired.
- Minimum 8 to 10 years direct experience at a senior management level in a municipal or similar setting; with focus in one or more of the functional areas.

Required designations, licenses, Certificates required:

- Professional Accounting Designation desired.
- Professional Designation in areas related to Human Resources, Information Technology and/or Legislative Services is an asset.
- Extensive Management and/or executive leadership training.
- This position requires travel; therefore, a valid Alberta driver's license with a reliable vehicle is necessary.

Required Knowledge, Skills and Abilities:

- Strong strategic and business acumen supported by sound judgement, with developed conceptual, analytical and problem solving skills;
- Strong financial or accounting background;
- Ability to position and extend influence through communication skills and strategic thinking;
- Experience in government relations; supporting elected officials and senior management;
- Ability to establish and maintain effective professional relationships with appropriate public and private agencies and organizations involved with the Town of Stony Plain;
- Highly developed interpersonal skills, including the ability to communicate honestly, applying diplomacy to deal tactfully in an open and political environment;
- A clear understanding of the professional, ethical and legal responsibilities relevant to the position;
- Strong understanding of project management and change management principles and the ability to identify effective frameworks that match organizational need;
- Strong ability to gather information through researching, interviewing or other methodologies and present to multiple audiences in a clear and concise written format or articulate verbal presentations;
- Solid leadership and emotional intelligence skills with demonstrated ability to engage others to understand and embrace organizational vision and translate that into effective strategic initiatives and operational plans;
- The ability to think and act in a flexible and nimble manner;
- Thinking and acting strategically in relation to municipal partners and stakeholders;
- Individual values that align with the Town's values.
- Knowledge of the Municipal Government Act, Generally Accepted and Public Sector Accounting Principles, FOIPP legislation and Labor Standards.

Software/Technology

- Strong computer skills, specifically in the use of Microsoft Office.

PHYSICAL EFFORT	
<input type="checkbox"/>	Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour) Interruptions or distractions occur occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine
<input checked="" type="checkbox"/>	Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task. Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable, but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc). May require some specialized training and/or use of safety equipment.
<input type="checkbox"/>	Regular, frequent or sustained and considerable physical effort is required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment. Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently.
WORK ENVIRONMENT	
<input type="checkbox"/>	Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc
<input checked="" type="checkbox"/>	Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.
<input type="checkbox"/>	Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc), and/or use of safety equipment. May also require personal protective equipment.