

## **DIRECTOR OF CORPORATE SERVICES**

### **THE OPPORTUNITY**

We have an exceptional opportunity for a strategic and collaborative leader to join the Town of Peace River as Director of Corporate Services. Reporting to the Chief Administrative Officer (CAO), the Director of Corporate Services is responsible for overseeing the Town's financial success, administrative operations, and strategic financial planning. The Director provides financial leadership, manages budgets, oversees accounting functions, conducts forecast analysis, monitors corporate credit, and ensures compliance with all applicable legislation. The Director also plays a key part in both long- and short-term strategic decision-making, guiding the Town's financial priorities and operational direction. The Director will have five (5) direct reports and will provide leadership across Finance, Information Technology, Communications, Human Resources, and Office Services Support to ensure cohesive and effective corporate service delivery. The Town of Peace River is prioritizing modernization, so candidates with direct experience implementing ERP systems, strong technical aptitude, and familiarity with tools such as AI-driven solutions and PowerBI for data reporting and analytics will be highly valued.

### **THE ORGANIZATION**

Peace River is a progressive urban centre in northwest Alberta, and is a scenic, growing town that is home to just under 7,000 residents. The community is situated in the Peace River Valley and straddles the banks of the mighty Peace River. The town is within a five-hour drive north of Edmonton and two hours northeast of Grande Prairie.

#### **Vision**

Peace River, the Future of the North

#### **Mission**

We will strive to be an ambitious, prosperous, and supportive community.

#### **Values**

Courage - We act in the best long-term interests of the citizens, even when those decisions may not be popular in the short term.

Health & Wellbeing - We know that the most compelling communities are those where citizens are strong and active

Integrity - We do what we say we will do.

Synergy - We are a team, each bringing different strengths to the decisions we are asked to make.

Vitality - We know that when we act with passion and have fun doing it, we bring others along with us.

For more information, please visit their website: [www.peaceriver.ca](http://www.peaceriver.ca).

## **RESPONSIBILITIES**

Plans, directs and coordinates the day-to-day operation of the business office to achieve the department mission and goals. Develops and implements a process for preparation of annual capital and operating budgets. Monitors, controls and authorizes spending within the limits of the approved budget.

### Key Performance Measures

- Budget Variance, measured in dollars and percentage over or under.
- Service Quality, measured by community feedback.

### General Duties

- Take responsibility for clarifying the expectations of others; acknowledge how personal decisions, actions and standards of performance influence work accomplishments; accept responsibility for work accomplishments; and recognize changes required to achieve better results going forward.
- Attend and take an active part in all staff meetings.
- Work together with other employees in a team effort, stressing cooperation and good communication between staff members.
- Recruits, develops and evaluates department staff. Conducts regularly scheduled meetings with all department staff to review operations; communicate expectations; advise on policy or procedure changes; and to share information of general interest to the team.
- Accountable for the development, implementation and monitoring of performance standards for staff. Complete performance reviews on staff directly reporting to the Corporate Services Director and ensure performance appraisals are conducted for all

Town staff on an annual basis.

- Ensures that policies and directives adopted by Council and / or the Chief Administrative Officer are transmitted to department employees.
- Responsible for overseeing the department's budgets annually and providing direction to subordinate employees regarding variances and other unanticipated expenditures to the budget. Review, recommend, monitor and control annual department budgets prior to incorporation into overall draft budget.
- Maintains a current knowledge of all funding programs that may be available to support community initiatives. Responsible for grants/funding including applications, coordinator, progress and funding.
- Investigate variances in budgets, reporting, internal controls and general accounting; deploy measures to resolve variances.
- Responsible for providing regular variance reporting to Council.
- Manages the budget process with Council and administration, including regular reporting to Council.
- Ensure the proper conduct of the financial affairs of the Town of Peace River through the provision of effective financial systems and support.
- Oversee the Town's financial accountability and controls; ensure appropriate fiscal controls are in place to meet statutory compliance and the integrity of data and statements.
- Coordinate and assess the annual property assessment process and related tax roll and tax collection processes.
- Maintains adequate insurance coverage on all insurable assets, arrange for the bonding of employees holding positions of trust and place adequate liability insurance to safeguard the Town.
- Responds to public enquiries, media requests for information or complaints related to department activities in accordance with policy.
- May act as Secretary/Clerk on the Subdivision and Development Appeal Committee and Assessment Review Committee.
- Supervision of vital statistics functions.
- All other duties as assigned.

## **QUALIFICATIONS**

- University degree in business, or related post-secondary studies in administrative management, leadership, or human resources, is considered an asset.
- Minimum of five years of municipal administration experience, preferably in a senior

capacity.

- Equivalent combinations of education and experience may be accepted.
- Professional accounting designation (CA, CPA) is required.
- Completion of a recognized local government program, such as a Certificate in Local Government, is preferred.
- Practical knowledge and experience with business applications and corporate systems.
- Strong attention to detail, with a demonstrated ability to meet deadlines and manage competing priorities.

### **KEY COMPETENCIES**

- Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values.
- Demonstrated leadership and team building skills.
- Relates well to all kinds of people inside and outside the organization; uses diplomacy and tact to diffuse tense situations; makes people feel important and valued.
- Can be counted on to get things done; energetic, with a bias for action; makes good decisions in a timely manner.
- Cool under pressure; can handle stress; is a settling influence in a crisis.
- Can marshal resources to get things done; uses resources effectively and efficiently; sets clear expectations; designs practical processes and procedures.
- Able to speak and write clearly; able to get the desired message across to a variety of audiences.
- Uses rigorous logic and methods to investigate and solve problems; excellent at analysis; looks beyond the obvious.

### **FOR MORE INFORMATION, PLEASE CONTACT**

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