

## TOWN OF FOX CREEK

### Director of Corporate Services

The Town of Fox Creek, is a progressive, resource-based community with a growing population of about 2300. Fox Creek is located on Highway 43 in Northwestern Alberta mid-way between Edmonton and Grande Prairie.

Reporting to the Chief Administrative Officer, the Director of Corporate Services is responsible for discharging those responsibilities and duties delegated to the designated officer pursuant to Section 209 of the Municipal Government Act. The Director of Corporate Services acts as the Town of Fox Creek's Financial Officer, supervises the Town of Fox Creek office administrative staff, and is the Town of Fox Creek Human Resources Manager. The Director of Corporate Services also maintains the Tax and Assessment Rolls and is responsible for Tax and Assessment processes.

The Town is seeking a self-motivated professional with;

- outstanding attitude; can-do approach
- superior leadership capability; positive management and team building
- top-quality interpersonal customer service; excellent communication & computer skills
- progressive and open minded; innovative ideas and new approaches
- excellent organizational skills; adept time management and self discipline
- solid understanding of municipal operations; financial, budgeting, recreational facility operations

Specific academic qualifications may include a degree in accounting or business administration coupled with a professional designation. A minimum of three years experience in municipal management and knowledge of local government in preferred.

The Town of Fox Creek offers an attractive benefit package and a competitive salary that will commensurate with experience.

Interested applicants are requested to submit their resume, in confidence, along with salary expectations and references to:

Kristen Hagen, Assistant Chief Administrative Officer  
Town of Fox Creek  
P.O. Box 149  
Fox Creek, Alberta  
T0H 1P0

or -

FAX to (780) 622-4247

or -

Email to [kristen@foxcreek.ca](mailto:kristen@foxcreek.ca)

This job advertisement will remain open until a suitable candidate is found.

*We thank all who apply and advise that only those selected for further consideration will be contacted.*