



Employment Opportunity (1Year Term) ***Director of Corporate Services***

Lethbridge County is a vibrant southern Alberta community, located only an hour from the Rocky Mountains and the U.S. border. It is an agricultural hub for Southern Alberta, and a strong driver and producer for the agriculture sector. Surrounding an urban center, this Pride of the Region offers quality country living and is home to over 10,000 residents.

Lethbridge County is recruiting a results oriented individual to provide leadership for our Corporate Services Team for a one (1) year maternity leave. This position requires a collaborative leader with demonstrated experience in successfully leading and developing staff and programs. The successful candidate will be an excellent communicator with strong interpersonal skills; a flexible, practical and creative problem solver with the ability to develop and maintain positive working relationships with your team, other County departments, government agencies and the public. You will need passion and energy to engage staff in a wide scope of disciplines, a high level of diplomacy, tact and judgment to assist in strategic and long term decision making.

Under the general supervision of the Chief Administrative Officer, and functioning within the Senior Management Team, the Director of Corporate Services is responsible for creating and maintaining a unified team approach to directing, controlling, and coordinating the activities of several key functions. This position provides leadership and guidance to the Controller, Human Resources Coordinator, Assessor, Information Technology Manager, and Airport Manager.

The Director will ensure daily activities and future plans are in alignment and compliance with the Municipal Government Act, Council approved Bylaws, Policies and the County's Strategic Plan.

Education/Training/Skills Required

The successful candidate should possess the following qualifications:

- An Accounting designation: CA, CMA, CGA or equivalent
- Experience within public or municipal administration
- A minimum of five (5) years' management experience, with at least three years at a senior management level
- Excellent management, planning, supervisory, organizational and analytical skills
- Working knowledge of project management, municipal codes, regulations, local improvement levies, off site levies, and special taxes
- Budget experience will be critical for this role
- Extensive technical knowledge in the areas of Accounting and Financial Software Programs
- Proven knowledge of municipal legislation and relevant statutes
- Experience with FOIP program administration would be an asset
- Ability to work independently and as part of a team
- Refined public speaking and presentation skills



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- Strong verbal and written communication skills
- Computer proficiency (Microsoft Office)
- Valid driver's license, in good standing

Lethbridge County offers a competitive wage and comprehensive benefit package and an engaging work environment.

We invite qualified applicants to submit a resume and cover letter including your salary expectations and availability to:

To: Lethbridge County, Human Resources

Email: hr@lethcounty.ca

Or

#100, 905 - 4th Avenue South, Lethbridge, Alberta T1J 4E4

Website: lethcounty.ca

The full job description is available under this job posting on the Lethbridge County Website.

This competition was posted Monday, July 20, 2015 and will remain open until 4:00 pm on **Friday, August 14, 2015.**

Lethbridge County thanks all applicants for their interest, however, only those selected for an interview will be contacted.