



MANAGER OF CORPORATE SERVICES

Lacombe County is seeking an experienced manager to join our team as the **Manager of Corporate Services**. Reporting to the County Manager, this is an excellent career opportunity for a skilled leader who is interested in effectively managing the diverse Corporate Services department comprising of the County's Administrative, Assessment and Taxation, Finance, Information Technology and Records Management program areas. This position has significant involvement in all aspects of municipal operation including overseeing the budget preparation, developing policy, preparing the annual tax bylaw, attending council meetings as required, implementing the goals and strategies of the County's strategic plan, and providing mentorship to staff.

In addition, the Manager of Corporate Services will:

- Lead and direct the strategic, general and financial management, and day-to-day administration of the Corporate Services department;
- Oversee the County's long term financial plan and annual operating and capital budgets, present the overall budget to Council, monitor administration of approved budgets, etc.;
- Liaise with neighboring municipalities, other levels of government, the private sector and the public regarding Corporate Services matters;
- Represent Lacombe County at meetings and sit on committees and boards as determined by the County Manager;
- Keep informed of trends and developments of all acts, regulations and other legislation and recommend innovative approaches to enhance the performance of the County.

Ideal candidate attributes:

- A post-secondary degree in public or business administration coupled with a professional accounting designation (CA, CMA, CGA, PA) and a minimum of 5 years of relevant direct experience in senior management, or an equivalent combination of education and experience;
- Certified Local Government Managers (CLGM) designation preferred;
- Proven municipal fiscal management experience and expertise;
- Strong technical skills related to the interpretation of bylaws, resolutions, agreements and contracts;
- Excellent interpersonal, communication, problem-solving and negotiation skills and a proven record of working effectively with council, staff, volunteers, boards and committees, and public participation processes;

What does Lacombe County have to offer?

Lacombe County is an employer of choice, where employees feel valued for their hard work and contributions are acknowledged. We offer an excellent compensation package including a defined benefit pension plan, a comprehensive health and dental benefits package, a health/wellness spending account, professional development opportunities, and a supportive work environment.

Please forward your resume, cover letter and salary expectations by September 17, 2017 to:

E-mail: hr@lacombecounty.com | Fax: 403.782.3820 | www.lacombecounty.com

We thank all applicants for their interest; however, only those invited for an interview will be contacted. **Please note:** All applicants must be legally entitled to live and work in Canada. This competition may remain open longer until a suitable candidate is found.