

# GENERAL MANAGER COMMUNITY & PROTECTIVE SERVICES

*Employment Opportunity: Permanent Full-time*

## **POSITION SUMMARY:**

Beaver County is seeking an innovative and dedicated General Manager of Community and Protective Services to provide strategic leadership and management for our Community and Protective Service Department. Reporting directly to the Chief Administrative Officer, this pivotal role involves working closely with the Council to achieve strategic goals and objectives, ensuring the delivery of essential community services to our residents.

The Community and Protective Services Division encompasses a diverse range of services, including Enforcement Services, Emergency Management Services, Planning & Development Services, Communications, Economic Development, Recreation Shared Services, and Community Support Programs. As General Manager, you will leverage your expertise to oversee these services, enhancing the quality of life for all community members.

## **KEY RESPONSIBILITIES** (include, but are not limited to):

- Act as a member of the Executive Leadership Team to drive strategic initiatives.
- Manage the operations of the Community and Protective Services Division, ensuring compliance with relevant legislation, regulations, and policies.
- Responsible for the planning, management, and administration of all activities and resources required for the operation of the Community and Protective Services Division.
- Develop and implement programs, policies, procedures, and event planning strategies in collaboration with senior management and Council.
- Prepare and submit the annual budget for the division.
- Monitors project progress and expenditure control to ensure all programs are carried out as directed by Policy and within budget.
- Lead and manage relationships with planning services contractors, oversee external mediation services and coordinate referrals effectively.
- Manage and optimize grant funding, aligning with strategic initiatives and community needs.
- Prepare tenders contracts, and proposals for Community and Protective Services Projects.
- Maintain excellent public relations by responding to inquiries and promoting community engagement.
- Provide recommendations and information to the Chief Administrative Officer, Executive Leadership Team and Council as required.
- Reviews and directs the activities of the team, evaluates performance and recommends any necessary personnel actions in accordance with policies.

## **EDUCATION & EXPERIENCE REQUIREMENTS:**

- Post-secondary education in Recreation, Management, Administration, or related field preferred. Equivalent experience and training will be considered.
- Minimum of 5 years of experience in Community Services, with senior management exposure in a municipal setting.



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- Proficient in budget management and presentation, particularly in municipal settings.
- ICS (Incident Command System) is considered an asset.
- Alberta Class 5 driver's license with a favourable driving record.

## **COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES):**

- Strong command of Microsoft Office, AutoCAD, GIS, and related software.
- Understanding of municipal programs in Communications, Planning, Health and Safety, and Recreation.
- Exemplary project management, problem-solving, and troubleshooting skills.
- Strong leadership abilities, communication, and writing skills.
- Basic accounting skills and understanding of financial and budget contexts.

## **WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:**

- Extensive use of computers, office equipment, and telephone.
- Moderate lifting (no greater than 50 lbs.) and periods of sitting.
- Normal office workday, with occasional overtime.
- Satisfactory criminal records check.

## **POSITION DETAILS:**

- Position Type: Full-time permanent (35 hours/week)
- Hours of Work: Monday to Friday, 8:30 a.m. – 4 :30 p.m. (some evenings and weekends required) with opportunity to participate in Flexible Work Program.
- Salary Range: \$124,310 - \$ 155,387 per annum.

## **BENEFITS:**

- Extended Health and Group Benefits.
- Local Authorities Pension Program.
- Health, Wellness, and Learning Benefit.
- Paid Vacation time.

## **ADDITIONAL INFORMATION:**

- Posted Date: October 21, 2024
- Closing Date: November 15, 2024

## **TO APPLY FOR THIS POSITION:**

Submit a cover letter and resume, referencing the name of the position, to the following email: [careers@beaver.ab.ca](mailto:careers@beaver.ab.ca)

*Beaver County thanks all applicants for their interest. However, only candidates selected for an interview will be contacted.*

