



Municipal District of Fairview No. 136

Position Description

April, 2024

Position Title: **Director, Corporate Services and Finance**

Position Classification: Supervisor

Position Category: Permanent Full-time

Regular Hours of work: 7 hours per day, Monday through Friday, 8:30 a.m. to 4:30 p.m.
35 hours per week, 1820 annual hours

Reports To: Chief Administrative Officer (CAO)

Supervises: Corporate Services Assistant
Finance Assistant
Administrative Assistant (assigned finance-related tasks)

Position Summary: The Director, Corporate Services and Finance is responsible for all aspects of the financial and corporate operations of the Municipal District of Fairview No. 136. Areas of responsibility include finance, assessment and taxation, insurance/risk management, human resources, asset management, information technology (IT) support, and occupational health and safety administration.

Key Responsibilities:

Strategic Leadership

Responsible for the strategic planning, leadership and direction of the day-to-day operations of the Department of Corporate Services and Finance which includes: finance, taxation and assessment, risk management, information technology (IT) / business systems, human resources, and occupational health and safety administration.

- Participate in strategic planning, establish departmental goals and objectives, monitor departmental programs and services, and direct the Department of Corporate Services and Finance in alignment with the Municipality's Strategic Plan.
- Develop, implement, and monitor the effectiveness of bylaws, policies and programs relating to the departmental scope of work, striving to achieve continuous improvement, maximize efficiency and optimize service delivery.
- Facilitate information exchange and provide leadership and strategic support to Department Directors relating to budgeting, finance, human resource management, risk management and asset management.

Finance

Responsible for directing and overseeing all finance-related activities of the Municipality including those relating to budgeting, accounting, financial reporting, inventory, investment, and asset management.

- Coordinate and assist the Chief Administrative Officer (CAO) with the preparation (and presentation to Council) of the annual municipal budget and the three (3) year operational and five (5) year capital budgets.
- Coordinate with Department Directors to develop the annual municipal budget and the three (3) year operational and five (5) year capital budgets.

- Advise on appropriate reserve fund management to plan for and address future capital needs.
- Manage the Municipality's cash flow, cash requirements and investment portfolio in accordance with the *Municipal Government Act* and applicable Municipal policies and procedures.
- Develop and monitor compliance with policies and procedures to maintain adequate financial records, appropriate financial control, and budgetary compliance.
- Ensure appropriate Tangible Capital Asset (TCA) information is maintained and related registers and general ledger accounts are complete and accurate in accordance with established standards, policies and procedures.
- Oversee and direct departmental employees in the performance of tasks relating to:
 - Utility revenue cycle, including meter reading, billing, and account management,
 - Accounts receivable and accounts payable cycles,
 - Balancing and reconciliation of accounts and subledgers,
 - Revenue collection and cash disbursement, and
 - Month-end, quarter-end, and year-end processes.
- Complete requisite formal reporting to all levels of government and external stakeholders, relating to departmental scope of work.
- Manage the process relating to the Municipality's long-term debt, as allowable pursuant to the applicable legislative framework.
- Develop and submit grant applications relating to departmental scope of work.
- Manage the annual financial statement audit and governmental financial information reporting, including coordinating with the auditors to ensure audited financial statements and financial information reports are prepared and provided to Council and the Government of Alberta in a timely manner and in accordance with accounting standards and applicable legislation.
- Prepare and distribute monthly and quarterly budget reports, variance reports, and financial analyses.
- Ensure financial information is shared and communicated in an understandable and usable manner.

Taxation and Assessment

Responsible for directing and overseeing all taxation and assessment related activities of the Municipality.

- Act as the Assessment Review Board Clerk or ensure appointment of Assessment review Board Clerk.
- Ensure that assessment rolls are prepared, revised, and otherwise maintained in accordance with the *Municipal Government Act*.
- Ensure that assessment notices and taxation notices are issued in accordance with the *Municipal Government Act*.
- Assist the CAO with the preparation of the annual tax rate bylaw in accordance with the *Municipal Government Act*, for submission to Council for consideration.
- Ensure the tax recovery process is conducted in accordance with the *Municipal Government Act*. Prepare and submit mill rate reports to the CAO and Council for consideration.

Risk Management

- Manage risk relating to departmental scope of authority, ensuring that risk is eliminated, controlled or mitigated (as appropriate) through the development and implementation of policies, procedures, and controls.
- Manage, or direct and oversee the management of the insurance portfolio for the Municipality.

- Perform or direct and oversee performance of all tasks relating to the Municipality's WCB coverage including, but not limited to, the payment of premiums, fulfilling reporting obligations, responding to employee inquiries, providing employees assistance with the submission and management of claims, and coordinating an employee's return to work.

Council and Employee Payroll, Pension, Benefits

Responsible for the development, implementation and compliance monitoring of municipal policies and procedures relating to Council and employee payroll, pension and benefits.

- Direct and oversee performance of employee payroll and Council remuneration processing, ensuring compliance with applicable legislative framework and the Municipality's policies and procedures.
- Investigate and resolve all inquiries or discrepancies relating to payroll; respond to employee inquiries and provide advice to employees in relation to benefits and pensions programs.
- Ensure timely completion of all remittances, reporting and filings relating to payroll including, but not limited those to the Canada Revenue Agency and the Government of Alberta.
- Administer employee benefits and pension programs including, but not limited to: adding new employees, deleting terminated employees, processing changes, completing monthly and yearly reconciliations, and performing regular program reviews.

Information Technology/Business Systems

Responsible for the effective, efficient operation and maintenance of the Municipality's information technology and business systems, ensuring continuous availability, optimized service delivery, and adequate and localized support.

- Act as a facilitator and liaison between the Municipality and its respective IT, hardware/software and business system providers.
- Ensure IT, hardware/software and business systems needs of all departments are met within the allocated budget; develop and implement policies, procedures and strategies to maximize efficiency and continuous improvement of service delivery through the acquisition and use of IT, hardware/software and business systems.

Human Resources

Responsible for providing leadership to Department Directors and directing, developing and implementing policies, procedures relating to human resources management.

- Oversee employee recruitment, selection and hiring for all Municipal Departments; ensure Department Directors consistently comply with Municipal recruitment, selection and hiring policies and procedures.
- Provide support to Department Directors in relation to the performance management of employees including, but not limited to, conducting performance reviews, disciplining, and terminating employees.
- Coordinate with Department Directors to onboard all new employees, ensuring Department Director provision of requisite orientation(s) and training.
- Maintain employee personnel files in accordance with applicable legislation including, but not limited to, the *Employment Standards Act*, *Code and Regulations* and the *Freedom of Information and Protection of Privacy Act (FOIP)*.

Responsible for the performance management, direction and oversight of all Departmental employees.

- Demonstrate advanced human resource ability and good judgment when recruiting, hiring and retaining departmental employees.
- Provide support and training to department employees to foster the continuous development and improvement of employee knowledge, skills and competence.
- Performance manage, oversee and direct department employees to ensure competent and efficient task performance and service delivery. Ensure department employee compliance with applicable legislative framework and the Municipality's policies and procedures.
- Supervise, evaluate, discipline department employees in accordance with Municipal policies and procedures.
- Monitor the allocation of human resources within department, to ensure achievement of deliverables while maintaining required level of service.

Professional Development

- Maintain current and valid professional or technical designations, certifications and licenses.
- Attend and participate in courses, workshops, seminars, and conferences to keep abreast of trends, best practices, and developments within the scope of work of the department.
- Demonstrate an ongoing commitment to continuous education and professional development.

Health and Safety & Emergency Management

- Oversee and direct Occupational Health and Safety administration for the Municipality.
- Make every reasonable effort to protect the health and safety of all workers.
- Participate in the Municipal Health and Safety Program and demonstrate a commitment to the continuous improvement of the Municipality's Health and Safety Program.
- Ensure Municipal and employee compliance with the Municipality's Health and Safety Program, as well as the Alberta Occupational Health and Safety Act, Regulations, and Code.
- Ensure timely reporting of incidents to the Municipal Occupational Health and Safety Coordinator (Corporate Services Assistant) and Alberta OHS, as required.
- Participate in the Municipality's Health and Safety meetings, the Health and Safety Committee and any COR certification, maintenance, or baseline audits.
- Complete Occupational Health and Safety training, as required.
- Participate in mandatory training and exercises relating to emergency management. Perform assigned role in accordance with the Joint Emergency Management Plan in the event of an emergency.

Skills:

- Possession of advanced public relation skills; ability to interact well with others and to effectively address concerns and inquiries in a professional and respectful manner.
- Excellent verbal and written communication skills that enable clear communication of complex matters.
- Ability to develop and present reports, briefings, plans, and ideas, orally and in writing.
- Ability to develop budgets and accomplish established objectives within an approved budget.
- Proven leadership and human resource skills with the ability to evaluate, develop, motivate, and manage employee performance.
- Ability to effectively work as a part of a diverse management team to meet the overall goals and objectives of the Municipality.
- Strong time management, critical thinking ability, organization, planning and delegation skills; capable of maintaining even, accurate and productive work output.

- Knowledge and understanding of the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act (FOIP)* and other applicable Municipal, Provincial and Federal Acts, Regulations, Codes, and Policies.
- Ability to use a computer with demonstrated proficiency and knowledge of software such as Municipal Business Software, Microsoft Office, Adobe Acrobat, websites, social media, and records management.
- Ability to maintain confidentiality and complete all assigned tasks with a high degree of professionalism, objectivity, and political sensitivity.

Preferred Qualifications:

- Post-secondary diploma or degree in a related discipline (i.e. Finance, Public Administration, Commerce, Accounting etc.).
- Professional Accounting Designation (CPA, CA, CGA, CMA)
- A minimum of five (5) years of recent and directly related progressive supervisory and management experience.
- Class 5 Operator’s Licence with suitable Driver’s Abstract
- Acceptable Criminal Record Check

Considered an asset:

- Experience working in local authority administration.
- Certified Local Government Managers (CLGM) Designation or National Advanced Certificate in Local Authority Administration (NACLAA).
- Certification, or willingness to obtain certification in:
 - WHMIS
 - Standard First Aid / CPR-C
 - Leadership for Safety Excellence
 - FOIP (Focus on Privacy)
 - Assessment Review Board Clerk

Working Conditions:

- Work in an office setting that would require long periods of sitting, work on a computer, and other general administrative duties.
- Occasional light lifting
- Good lighting, temperature, and noise control
- Open office environment – shared workspaces
- Occasional evening meetings