



TOWN OF FORT SMITH

DIRECTOR OF CORPORATE SERVICES

The Opportunity: The Town of Fort Smith has an exciting opportunity for a seasoned and highly qualified individual to take on directorship of the Town's finance, human resources and lands divisions. Reporting to the Senior Administrative Officer, as a key member of the senior management team, the Director will assume complete responsibility for the overall financial management of the municipality and provide support to the Town's management team and their departments in budgeting, internal financial controls, financial reporting, personnel administration and risk management. The incumbent will also direct the management of land administration in order to ensure that Town land is used in an appropriate manner.

The Person: The ideal candidate will be a dedicated financial professional with a successful track record in a financial management role within a municipal or similar public sector setting. He/she will possess excellent management skills including communication skills, human resource skills and report writing. The individual must have a high level of political and corporate savvy and be able to relate to all levels of employees and government including Town Council.

Qualifications: The candidate will preferably hold a professional accounting designation (or advanced standing) with an undergraduate degree in a related field. A minimum of 5 years of experience in management of financial operations is required with experience in the public sector preferred. A strong orientation to service delivery is essential along with the people skills to lead a team successfully.

Hours of Work: This position works 37.5 hours per week (Monday to Friday) with a requirement for extra hours due to job demands but is entitled to 10 days annual leave in lieu of overtime.

Salary & Benefits: \$ 79,289 – \$93,262 subject to qualifications, experience and review. The Town also provides a Northern Allowance, comprehensive health & dental benefits and a pension plan provided by Northern Employees Benefits Services.

Closing Date: February 26, 2010
Security clearance will be required for this position.

Qualified candidates are invited to forward their resume to:

Senior Administrative Officer
The Town of Fort Smith
P.O. Box 147
174 McDougal Road
Fort Smith, NT X0E 0P0
Fax:(867)872-8401