

JOB DESCRIPTION

Director of Corporate Services

POSITION TITLE: Director of Corporate Services

POSITION NUMBER: 11010

DEPARTMENT: Corporate Services

REPORTS TO: Senior Administrative Officer

CLASSIFICATION: Excluded Manager

LOCATION: Town Hall

Summary

Reporting to the Senior Administrative Officer, the Director of Corporate Services is responsible for managing and directing the Town's Finance and Administration. The Director ensures that these functions are able to respond to the present and future needs of the Town by establishing practical and workable organizational and reporting structures and clear and effective policies and procedures. The Director has ultimate responsibility for the budgets of these functions and is responsible for overall development and control of departmental capital and operating budgets to ensure the delivery of accurate, timely and pertinent financial and management information.

The Director is responsible for accomplishing departmental goals and objectives within the guidelines established by the Town Council and in accordance with Federal and Territorial legislation. The Director will assist the Senior Administrative Officer as needed.

Outline of Duties

(1) Provides strategic direction to the Department by:

- Formulating, developing and administering policies, programs and procedures to ensure the objectives are met under current financial management legislation.
- Managing the Corporate Services staff, including training, mentoring, supervising and performance management, including disciplinary action up to suspension, as required.
- Ensuring that the department operates within the Town's general goals and objectives.
- Reviewing the implementation of plans and procedures and monitoring and evaluating results.
- Meeting regularly with staff to review ongoing activities.

(2). Coordinates the preparation and presentation of the annual budget to the Senior Administrative Officer by:

- Establishing and enforcing budget policy and procedures annually.
- Directing and supervising the budget process.

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- Submitting the draft budget to the Senior Administrative Officer for review and recommendations to Council.
- Responding to any subsequent adjustment to the budget as required.
- Setting the property tax mill rates in response to the final budget approval.

(3). Directs the development and control of the annual departmental capital and operational budgets by:

- Monitoring the budgets of the departments and providing regular updates to department heads.
- Reviewing with staff the requirements of past and future objectives and activities of departments.
- Advising on cost-saving methods and procedures.
- Ensuring efficient distribution and use of available financial resources.

(4) Ensures that preparations are complete for the final audit by:

- Directing the preparation of a draft set of financial statements on behalf of the Senior Administrative Officer for audit by the Town`s Auditors including balance sheet, statement of financial position, statement of changes in financial positions and schedules of financial activities for all funds and other schedules and notes as required.
- Preparing the Management Discussion and Analysis which attaches to the audited financial statements.

(5) Ensures the system of internal financial controls is appropriate and operational by:

- Recommending to the Senior Administrative Officer a system of delegated signing authority.
- Ensuring proper segregation of responsibility for financial staff.
- Ensuring compliance with financial legislation, policies and procedures and Funding Agreements.

(6) Ensures adequate financial and management information is prepared in a format to meet the needs of various client groups (Council, SAO, Directors, Managers) and is delivered in a timely, accurate manner by:

- Indicating actual revenues, expenditures, committed revenues, committed expenditures, current position to budget.
- Developing, implementing and maintaining an accurate system of tracking and reporting on contracts, capital expenditures and contribution agreements.
- Managing the timely submission of the reporting requirements for third party contracts and contribution agreements.
- Providing advice as to various alternate solutions to financial problems and trends in revenues, expenditures, debts, cash, investments, etc.

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(7) Ensures the financial resources of the Town are utilized to obtain maximum benefits and that there are adequate resources to meet obligations as they become due by:

- Developing, implementing and monitoring a strategy for expenditure management.
- Supervising the investment of municipal funds.

(8) Directs the management and coordination of payroll by:

- Administering the collective agreement.
- Managing the payroll system in order to ensure all staff are paid on a timely and accurate basis.

(9). Ensures the Town`s assets are properly insured and participates in formulating risk management policy for the Town by:

- Developing and maintaining the Town`s asset inventory.
- Reviewing annual insurance renewal of the Town`s assets.
- Developing and implementing a risk management policy

(10) Represents the interests of the Department at the Senior Management Committee (SMC) by:

- Reporting to the Senior Administrative Officer on ongoing activities of the functions under incumbent`s direction.
- Effectively communicating manpower, financial and other resource requirements at SMC meetings.
- Ensuring inter and intra departmental relationships are recognized regarding new and ongoing projects and programs.
- Coordinating the communication of decisions to appropriate staff effectively and expeditiously.
- Providing follow-up and updates as required to both the SMC and staff concerned.

11. Participates on the negotiating team to achieve a collective agreement with employees or provides Departmental information to the negotiating team as required.

12. Carries out such other duties as may be assigned by the Senior Administrative Officer.

Positions Supervised

The Director provides supervision of the following:

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- The direct supervision of the Corporate Services team including Accounts Receivable, Accounts Payable and Payroll and Benefits as well as the Front Office Finance Clerk to ensure that the day-to-day functions of these positions are fulfilled.
- Preparation of employee evaluations annually as required.
- Responsible for any corrective disciplinary action up to suspension.

Responsibilities

- The Director provides managerial support, assistance and constant monitoring of several functional areas as well as the financial status of the Town.
- Decisions made by the incumbent can and will affect the financial affairs of the Town. Errors in judgment can result in serious problems with the current and/or long-term nature of the Town and its elected officials.
- This position is a key member of the Town's SMC in which the incumbent makes recommendations to the Senior Administrative Officer with respect to the functions under the Director's responsibility.

Contacts

- The Director has regular contact with the staff under their direction, the Senior Administrative Officer, and provides support to the Mayor, the Corporate Services Committee and Town Council.
- The Director is also required to communicate regularly and effectively with citizens of the community, officials of other levels of government and the financial community.
- The Director must be aware of public opinion within the community and be able to respond to controversial issues. Financial decisions can and will impact upon the community as a whole and on the image of the Town. Decisions are made with awareness of the effect on the public and appropriate alternatives evaluated within these criteria.

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Work Environment

- Management and work problems encountered are frequent and complex requiring a high degree of research and analysis. A high degree of financial and operational analysis is involved. Non-routine and multi-disciplined problems must be solved at this level by research and reference to various sources of information and the preparation of detailed briefs and recommendations taking into consideration the interpretation of the financial, operational and political impact of alternatives.
- The Director will spend long hours sitting and using office equipment and computers that may cause muscle strain.
- The Director is located in a busy office and will be faced with constant interruptions and must meet with others on a regular basis. Long hours will be spent in intense concentration and on the computer conducting financial analysis and preparing detailed reports that require attention to detail and high levels of accuracy.
- The Director must meet deadlines and will have to manage a number of requests and situations at one time.
- Because of the nature of the Director's responsibilities and as well as the requirement for attendance at meetings of Council, committees and the SMC where privileged and confidential information may be discussed, a high degree of discretion and judgment must be exercised at all times especially when dealing with personnel information and when making statements to the public and the media. Objectivity and sound, knowledgeable judgment is required in order to provide accurate and consistent advice.

Knowledge, Education and Experience

This position requires a comprehensive knowledge of municipal government particularly in the areas that are under the position's direction. It also requires demonstrated experience in the management of several diversified programs, services and functions.

- Bachelor's degree in a related field, a professional accounting designation (or advanced standing) and several years' experience in financial management of a municipality, Government department, or Corporation and/or senior financial management position.
- This position requires a comprehensive knowledge of municipal government particularly in the areas that are under the position's direction. It also requires experience demonstrated in the management of several diversified programs, services and functions.

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- Advanced knowledge of generally accepted accounting principles, computerized accounting programs, preparation of financial reports, administration of employee benefits, payroll systems and reporting, office administration, and a working knowledge of relevant municipal legislation, policies and procedures.
- Demonstrate strong communication and managerial skills.
- Demonstrate excellent leadership skills, interpersonal skills, analytical & problem-solving skills, team building skills, attention to detail and a high level of accuracy.
- Have a longing for the adventure of the North, the Northern Lights, bison, and the occasional Moose.

The knowledge required for success in this position would normally be gained through a recognized university degree in a related field, a professional accounting designation (or advanced standing) and several years (minimum of 5 years) experience in the financial management of a municipality and/or senior financial management position.

Equivalent education and experience may be considered.

This is a position of trust and requires a Criminal Records Check to be provided upon hire.

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Certification

<p>I have read and understand this job description. I have been informed that it is a general description of the duties, responsibilities and qualifications required for my position which forms the basis for my classification level and against which my performance will be evaluated.</p>	
_____	_____
Employee's Signature	Date
<p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p>	
_____	_____
Senior Administrative Officer	Date