



Flagstaff County's Vision and Principles:

Vision: At Flagstaff County, we envision a vibrant and sustainable regional community that preserves our rural essence and enhances the quality of life for all residents.

Principles: Our Council has established three fundamental principles that guide our actions and decision-making: **collaboration, fiscal leadership & environmental responsibility.**

Flagstaff County is unwavering in our dedication to these principles, and they form the foundation of our work. Join our team and contribute to the betterment of our community while upholding these core values.

Why Work With Us: At Flagstaff County; we're committed to building a stronger, vibrant, and sustainable community. We actively engage with local communities, businesses, and government bodies, ensuring transparent financial management and promoting environmental sustainability.

Interested candidates can submit their resumes with a cover letter by email to:

Human Resource Department
Email: Human.Resources@flagstaff.ab.ca
Direct: 780-384-4100

For the full job description please visit: www.flagstaff.ab.ca

Thank you to all applicants for your interest in Flagstaff County; however, only those chosen for an interview will be contacted.

Flagstaff County is recruiting for the full-time position of:

Municipal Services Director

Flagstaff County is located in East Central Alberta and is a safe, caring and vibrant community. We are currently recruiting for a Municipal Services Director. Reporting directly to the Assistant Chief Administrative Officer, the Municipal Services Director is responsible for the overall operations of the Transportation, Fleet Management/Shop, Utilities, Agriculture and Facilities Maintenance departments in order to maintain and enhance existing infrastructure while providing quality service to the residents.

Responsibilities will include:

1. **Strategic Management:** Manage short and long-term planning, operation, delivery, and evaluation of various departmental programs and services including Transportation, Fleet Management/Shop, Utilities, Agriculture, and Facilities Maintenance, ensuring alignment with existing policies.
2. **Leadership and Support:** A member of the County's Senior Leadership Team, providing technical and administrative support to the organization and stakeholders.
3. **Budget Management:** Prepare, monitor, and manage departmental business plans within approved budgets, ensuring fiscal responsibility.
4. **Staff Development:** Provide leadership in developing and retaining highly competent, customer service-oriented staff through selection, compensation, training, and day-to-day management practices aligned with the County's vision.
5. **Personnel Management :** Oversee recruitment, supervision, training, and performance management of department personnel, making recommendations to the Assistant Chief Administrative Officer.
6. **Policy Development:** Collaborate with the Assistant Chief Administrative Officer to develop new policies and programs, enhancing operational effectiveness.
7. **Infrastructure Oversight:** Ensure County infrastructure compliance with policies, bylaws, legislation, and legal requirements, including administering weight restriction policies for road bans and permits.
8. **Grant Administration:** Research, prepare, and administer grants or grant opportunities.

Qualifications:

- A diploma in Civil Engineering Technology is preferred.
- A minimum of five (5) years of related experience in a management role; with a strong working knowledge of the principles and practices of management and supervision to enable him/her to perform his/her duties completely and effectively.
- Thorough knowledge of road infrastructure and agricultural services with a strong understanding of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records, organization and functions of an elected Council.
- Ability to develop clear and concise reports, correspondence and other written materials, with excellent communication skills.
- Ability to establish and maintain effective working relationships other governmental and regulatory officials, management teams and staff, contractors and others.
- Experience working in municipal government setting is preferred.
- Valid class 5 driver's licence & proficient in Microsoft applications.

All candidates are required to undergo and pass a drug and alcohol screening as a condition of employment.

Position Type: Permanent Full-Time Position

Hours of Work: Monday to Friday, 7 hrs/day—35 hrs/wk

Salary Range: **\$125,253.75 - \$154,046.29 annually**

Closing Date: Until a suitable candidate is selected



MUNICIPAL SERVICES DIRECTOR

CLASSIFICATION:	Management	GRID LEVEL:	Grid A, Level 8
DEPARTMENT:	Municipal Services	SUPERVISOR:	Assistant Chief Administrative Officer
STATUS:	Permanent Full Time	WORK HOURS:	7 hrs/day – 35 hrs/wk

SUMMARY OF POSITION

Reporting directly to the Assistant Chief Administrative Officer, the Municipal Services Director is responsible for the overall operations of the Transportation, Fleet Management/Shop, Utilities, Agriculture and Facilities Maintenance departments in order to maintain and enhance existing infrastructure while providing quality service to the residents. The Municipal Services Director is responsible for completing the total objectives of the Flagstaff County Business and Strategic plan in accordance with policies and bylaws established by County Council.

QUALIFICATIONS

1. A diploma in Civil Engineering Technology is preferred.
2. A minimum of five (5) years of related experience in a management role; with a strong working knowledge of the principles and practices of management and supervision to enable him/her to perform his/her duties completely and effectively.
3. Thorough knowledge of road infrastructure and agricultural services with a strong understanding of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records, organization and functions of an elected Council.
4. Ability to develop clear and concise reports, correspondence and other written materials, with excellent communication skills.
5. Ability to establish and maintain effective working relationships other governmental and regulatory officials, management teams and staff, contractors and others encountered in the course of work.
6. Experience in a municipal government setting is preferred.
7. Valid class 5 driver's licence.
8. Proficiency in Microsoft Office applications.

KEY RESPONSIBILITIES

All areas of responsibilities shall be accountable to the Flagstaff County Business and Strategic Plan.

1. Manages the short and long-term planning, operation, delivery and evaluation of the Transportation, Fleet Management/Shop, Utilities, Agriculture and Facilities Maintenance departments programs and services within existing policies.
2. Develops new policies and programs in consultation with the Assistant Chief Administrative Officer.
3. Is a member of the County's Senior Leadership Team and provides technical and administrative support to the organization and its stakeholders.
4. Prepares, monitors and is responsible for managing the department business plan within the approved budget.
5. Provides leadership and works with department staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices which support the County's vision.
6. Oversees recruitment, supervision, training and performance management of department personnel and makes recommendations to the Assistant Chief Administrative Officer.
7. Ensures that County infrastructure (under the department's authority) is operated and managed in accordance with all applicable policies, bylaws, legislation and legal authority, including: Assisting in administering all weight restriction policies established by Council which address road bans, permits and road bonds in consultation with the County Peace Officers, and recommends maximum allowable weights for permitting on County roads.
8. Researches, prepares and administers grants or grant opportunities.
9. Ensures a safe work environment for department personnel at all work sites and contracted project sites by ensuring compliance with Flagstaff County policies, the Health and Safety program and the Human Resources guidelines and procedures.
10. Such other duties and responsibilities as may be assigned from time to time by the Supervisor.

APPROVED

Date: March 1, 2024

CAO Signature:

S. Cunningham

March 1, 2024