



*Town of Bonnyville
"It's Multi-Natural!"*

Town of Bonnyville Employment Opportunity General Manager of Planning and Community Services

The Town of Bonnyville is seeking an individual to work within a team-oriented organization to undertake the role of General Manager of Planning and Community Services. The Town of Bonnyville employs approximately 75 full-time and casual staff to provide services to the growing community.

The General Manager of Planning and Community Services is responsible for providing leadership and accountability to several departments that carry out the planning, organizing, service delivery and supervision of programs delivered by the Town of Bonnyville. As a member of the Town's Senior Management Team, the General Manager of Planning and Community Services provides visionary, strategic leadership for the organization. The General Manager is responsible and accountable for the performance and outputs of the teams which provide Planning and Development, Economic Development and Tourism, Family and Community Support Services, Protective Services, Emergency Management, Occupational Health and Safety, and limited Recreation Services. The General Manager supports and provides strategic advice directly to the Chief Administrative Officer (CAO) and Town Council, acts as a primary liaison for a number of regional stakeholders and oversees the management of the Planning Director and other Managers within the Planning and Community Services portfolio. This role provides guidance to teams within their portfolio to contribute to high-level decision-making and is accountable for achievement of relevant Council objectives within the Town's Strategic Plan and in accordance with the Municipal Government Act and Council approved Bylaws and Policies.

Essential Duties and Responsibilities:

Contribute to and support the strategic direction and the overall management and growth of the Town, specifically by overseeing the strategic development of all relevant Planning and Community Services departments within the portfolio, to promote continuous improvement and develop service levels in alignment with the Town's strategic objectives and vision.

- Provide advice to the CAO and Elected Officials in the establishment of strategic objectives, policies, and programs for the delivery of municipal services.
- Lead all relevant Planning and Community Services portfolio departments to promote continuous improvement and develop service levels in alignment with the Town's strategic objectives and vision.
- Provide fiscal leadership within the department; prepare budgets and update on a regular basis.
- Monitor the expenditures of each Director and Manager, approve expenditures and prepare regular Departmental reports.
- Work closely with Department Managers to oversee the development and execution of long-term plans which align with the strategic plan.
- Coach and mentor staff to improve decision-making and performance by conducting annual performance reviews and ensuring timeliness and consistency in performance-based reporting.
- Analyze, review options, assess risks, provide advice, make recommendations for the delivery of Planning and Community programs.
- Liaise with external government agencies regarding relevant regulations, projects, policies, and funding.

- Provide leadership to portfolio departments as required, ensuring needs are met and policies adhered to, and developing a coordinated and priority-based approach to cooperative functions.
- Understand and comply with all relevant legal, regulatory, and policy parameters affecting the Division.
- Oversee Directors' personal and professional development, performance, and strategic leadership within the Division.
- Understanding of municipal processes in the context of planning and development, economic development, community services, recreation, and protective services operations.
- Handle a variety of complex projects/tasks with competing priorities and strict deadlines.
- Continually improve services and processes in the face of new circumstances, evolving priorities, and resource constraints.
- Responsible for the Emergency Management as well as Occupational Health and Safety for the Town of Bonnyville.
- Highly developed verbal and written communication skills.
- Superior organizational skills and the ability to perform multiple duties simultaneously with competing deadlines.
- Well-defined negotiation and conflict resolution skills.
- Serve in an assigned capacity in the Emergency Management Program during a disaster response.
- Complete any other assigned duties as required by the CAO.

Qualifications/ Education/ Experience:

- University degree in planning, urban planning, architecture, civil engineering, or closely related field, preferably at the graduate level. (*Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be eligible in certain circumstances.*)
- Membership or eligibility for membership with relevant professional association, e.g., the Alberta Professional Planners Institute/Canadian Institute of Planners, or the Association of Professional Engineers and Geoscientists of Alberta.
- Seven to ten years of progressive professional leadership experience
- Proven leadership experience in a local government environment, including experience implementing Council priorities, strategic plan, creating effective systems to manage workflow, and leading a high performing team.
- High level of working knowledge of the Municipal Government Act.
- An understanding of the current legal environment in which the municipality operates including applicable federal, provincial, and local legislation, regulations, standards, guidelines, and best practices.
- Ability to demonstrate significant knowledge and experience in municipal operations, analytical and critical thinking, organizational processes and systems, government relations, policy analysis, facilitation, and project management.
- Proven leadership skills related to long-term planning, visioning, and budgeting.

The Town of Bonnyville offers a comprehensive salary and benefit package.

Closing Date: December 10, 2021

Submit application to: Town of Bonnyville
 HR Department
 Bag 1006
 Bonnyville AB T9N 2J7 or Email: hr@town.bonnyville.ab.ca