



## **Director of Community Services - County of Forty Mile**

### **About the County**

The County of Forty Mile No. 8 is a rural municipality in southeastern Alberta known for its strong agricultural base, close-knit communities, and collaborative regional partnerships. With diverse services spanning planning and development, recreation and tourism, fire and enforcement, FCSS, and economic development, the County is committed to strengthening community well-being and enhancing quality of life across the region.

### **Position Overview**

Reporting to the Chief Administrative Officer (CAO), the Director of Community Services is a senior leadership position responsible for the overall planning, coordination, and management of the County's new Community Services Division. This position provides strategic leadership, ensures legislative and policy compliance, supports the development of bylaws and policies, and delivers high-quality, community-focused services. As a smaller organization, directors and managers are often hands-on, taking an active role in specific functional areas of their divisions.

This position provides strategic leadership across the following major service areas:

- Economic Development Services
- Emergency Management Services
- Enforcement Department
- Family & Community Support Services
- Fire Department
- Planning and Development Services
- Tourism and Recreation Services

The Director ensures legislative and policy compliance, supports frontline managers, and leads the delivery of high-quality, community-focused services.

## **Key Responsibilities:**

### Strategic Leadership

- Lead the planning, organization, and continuous improvement of Community Services programs and services.
- Develop and implement departmental goals, annual business plans, and service delivery objectives aligned with Council priorities.
- Provide professional advice, recommendations, and reports to the CAO and Council.
- Support implementation of Council-approved strategic initiatives and community development priorities.
- Foster a culture of accountability, collaboration, innovation, and customer service excellence.

### Planning & Development

- Oversee planning and development services, including statutory planning, development permitting, land use regulation, and subdivision review.
- Coordinate planning activities with provincial agencies, consultants, regional partners, and stakeholders.
- Ensure legislative compliance with the Municipal Government Act and related regulations.
- Support long-term growth and development initiatives throughout the County.

### Fire Services

- Provide strategic oversight and administrative leadership for County fire services.
- Support and collaborate with the Regional Fire Chief and volunteer fire departments.
- Assist with capital planning, service agreements, policy development, training coordination, and operational support.
- Support emergency preparedness and response initiatives.

## Emergency Management

- Lead emergency management planning, preparedness, response, and recovery efforts.
- Coordinate municipal emergency management programs and partnerships.
- Ensure compliance with provincial emergency management legislation and requirements.

## Enforcement Services

- Provide oversight of municipal enforcement services, including Community Peace Officer programs and bylaw enforcement activities.
- Ensure compliance with provincial standards and legislation.
- Promote community-focused enforcement and public education initiatives.

## Economic Development & Tourism

- Lead or support initiatives that strengthen local economic development, investment attraction, business retention, and regional collaboration.
- Promote the County's strengths in agriculture, transportation, tourism, recreation, and rural quality of life.
- Develop relationships with businesses, community organizations, chambers of commerce, tourism partners, and government agencies.
- Support tourism initiatives and regional marketing efforts.

## Community Services & Recreation

- Provide oversight and strategic leadership for Family and Community Support Services (FCSS), recreation, culture, and community programming.
- Support initiatives that enhance community well-being, engagement, and quality of life.
- Foster partnerships with community organizations, boards, volunteers, and service providers.

## Financial & Administrative Management

- Develop, administer, and monitor operating and capital budgets for the division.

- Identify grant opportunities and oversee funding applications and reporting requirements.
- Develop and monitor performance measures, service levels, and operational objectives.
- Ensure effective stewardship of financial, human, and technological resources.
- Oversee contracted professional services and ensure value for service delivery.

#### Leadership & Collaboration

- Lead, mentor, and support managers, supervisors, and staff across multiple service areas.
- Build strong working relationships with residents, elected officials, partner municipalities, community organizations, and regional stakeholders.
- Promote a positive, accountable, and service-oriented workplace culture.
- Collaborate with other County departments to align planning, infrastructure, financial, and service delivery priorities.

#### Governance & Legislative Compliance

- Support the development and implementation of municipal bylaws, policies, and procedures.
- Ensure services are delivered fairly, consistently, and in compliance with legislation and County policies.
- Maintain sound judgment, regulatory neutrality, and defensible decision-making practices.
- Ensure recommendations and reports are accurate, well-documented, and aligned with Council direction.

#### Qualifications

- Post-secondary education in Public Administration, Business, Planning and Development, Social Services, Agriculture, Emergency Services, Recreation, or a related field.
- Progressive leadership experience in multiple related municipal service areas.
- Strong understanding of rural communities, municipal governance and operations, and intermunicipal collaboration.

- Excellent communication, relationship-building, budgeting, and organizational skills.

#### Why Join the County of Forty Mile?

- Opportunity to make a meaningful impact across a broad range of municipal services.
- Collaborative and supportive leadership team.
- Diverse and rewarding work that directly benefits residents and communities.
- Professional growth and leadership opportunities.
- Competitive compensation package.

The County offers a professional workplace culture, an excellent employee benefits program, and participation in the Local Authorities Pension Plan (LAPP), in accordance with County policy.

Job Type: Full-time, Permanent

Pay: \$150,000.00-\$188,000.00 per year

#### Application question(s):

- I have a Post-Secondary Education in Public Administration, Business, Planning and Development, Social Services, Agriculture, Emergency Services, Recreation, or a related field.
- Why do you believe you are a good fit for this position?

#### Experience:

- Municipal Services: 2 years (preferred)

Work Location: In person