



County of Forty Mile No. 8 Job Posting

Manager of Agricultural Services

Position: Manager of Agricultural Services

Division: Operations

Job Type: Permanent, Full Time

Location: Foremost, Alberta

Our Community

The County of Forty Mile No. 8 (the County) is a forward-looking rural community in southeastern Alberta. Consisting of expansive prairie, thriving farms, ranches, and small urban centres, it blends traditional rural values with modern amenities. Our mission is to provide a strong, supportive community to residents, agricultural producers, and industry through the delivery of quality services and responsible development.

The Opportunity

The County is seeking a highly motivated Manager of Agricultural Services to serve as the administrator for the County's Agricultural Service Board (ASB). Reporting to the Director of Operations, the successful candidate will oversee the day-to-day operations of the ASB and strategically support the health, sustainability, and long-term vitality of the County's agricultural landscape.

This working manager position is best suited for an individual that is comfortable carrying out high-level program and service planning and budget oversight with meaningful, hands-on engagement in the field. The desired candidate brings a strong working knowledge of agricultural legislation and program delivery, demonstrated leadership and administrative experience, and a genuine commitment to effective, responsive rural service.

The Manager of Agricultural Services will supervise, direct, and motivate unionized County employees to achieve individual and ASB's goals and the County's Strategic Plan objectives.

About You

You are a team player and a relationship-builder who promotes a safe, collaborative, and professional work environment. You must be committed to public service, continuous improvement, and supporting the County's vision of a vibrant and spirited community. If you can think critically, solve problems, plan strategically, adapt quickly,

and are committed to getting the job done, you will enjoy working at the County. The County is committed to providing a fair, inclusive, and respectful work environment to its employees.

Compensation: The salary range for the position is \$110,000 - \$140,000. In addition to a competitive salary, the County offers a defined benefit pension through the Local Authorities Pension Plan (LAPP), a modified/compressed work schedule, and a number of other benefits, which will be discussed with the candidates selected for an interview.

Interested applicants are invited to submit their resume along with a cover letter to: hr@fortymile.ab.ca

First review of applications will take place on **October 26, 2026**, but the position will remain open until a suitable candidate is found. We thank all applicants for their interest; however, only those invited for an interview will be personally contacted.

Primary Duties and Responsibilities

1. Plan, administer, and evaluate the County's agricultural and environmental programs and services, ensuring adherence with applicable Federal and Provincial legislation, grant agreements, and County bylaws and policies;
2. Implement and monitor: integrated vegetation management within County's road allowances, hamlets, cemeteries, and County owned or controlled lands and facilities; roadside haying program; Richardson's Ground Squirrel control on County properties; agriculture equipment rental and plastics recycling programs;
3. Coordinate the planning, administration, and delivery of agriculture and environmental extension programs, including the Alberta Agriculture and Irrigation's Extension Programming, Environmental Farm Plan program, and other programs;
4. Act as a Designated Officer, perform the functions and duties and exercise authority under the Weed Control Act, Agricultural Pests Act, Soil Conservation Act, and related regulations;
5. Prepare and provide agenda items and background materials for the ASB meetings, attend all ASB meetings, and share pertinent information, advice, and recommendations with the ASB and Council;
6. Prepare and diligently manage ASB's operating and capital budgets, ensuring alignment with Council and ASB priorities; provide input into the establishment of ASB goals and County policies; develop, recommend, and administering procedures, programs, systems, and standards;
7. Participate in employee recruitment and selection, collective agreement administration and performance management; support Human Resources in discipline and termination decisions;
8. Supervise, direct, and motivate employees towards individual, ASB, and County goals; lead, coach, mentor, and develop staff through leadership, supervisory, and technical training; ensure staff adhere to workplace conduct standards;
9. Ensure all work is performed in compliance with the Alberta Occupational Health and Safety Act, Regulation, and Code, other applicable legislation, best practices, and County policies/procedures/practices, and operational guidelines;
10. Prepare and submit grant applications and expenditure reports to granting entities; maintain satisfactory records of agricultural programs, services, and activities to comply with grant agreement(s);
11. Monitor and seek funding through Federal and Provincial agriculture and conservation

grant programs; provide information, direction, and assistance on municipal, Provincial, and Federal government agricultural programs and services to County ratepayers;

12. Guide County ratepayers seeking advice on vegetation, insects, and diseases and agronomic information on crop, forage, and livestock production towards available resources;
13. Produce newsletters and other communications (e.g., articles, social media posts), sharing pertinent information, highlighting emerging issues and trends, and the County's ASB programs;
14. Participate in inter-municipal and inter-governmental projects and programs (i.e., grasshopper survey, drought monitoring, weed and pest surveys, monitoring and control, crop reports, etc.);
15. Further professional development and foster cooperation by information sharing and attending and participating in agriculture and environment-related seminars and workshops;
16. Organize information sessions and workshops for County agricultural producers; partner with other municipal ASBs, agricultural organizations, community groups, and industry to organize meetings, seminars, workshops, and tours to further agricultural programming;
17. Review and investigate Planning & Development Department referrals and ensure compliance with County's policies, standards, and guidelines; conduct site inspections and coordinate with the Enforcement Department to address non-compliance;
18. Coordinate shop operations and fleet maintenance needs using mechanics and equipment; contribute information and advice on tender specifications for acquisition, equipping, and accessorizing of municipal vehicles and equipment; procure materials, supplies, and services in accordance with County's purchasing policies and value-for-money principle; and
19. Interact with the public, receive and investigate agriculture and environment-related inquiries and complaints, and carry out appropriate action(s) within established County policies and procedures to ensure satisfactory resolutions.

Desired Qualifications, Skills, Competencies, and Abilities

1. Bachelor's degree or post-secondary diploma in Agriculture, Environment, or a related applied science program. Candidates without post-secondary education but with extensive relevant work experience will be considered and are encouraged to apply.
2. Four (4) to seven (7) years of experience in agriculture or environment-related

program planning and service delivery in a municipal environment and two (2) to three (3) years of supervisory experience;

3. Knowledge and experience in riparian management, soil conservation, grazing management, nutrient management, and extension activities;
4. Strong knowledge of applicable legislation, including the ASB Act, Alberta Weed Control Act, Pest Control Act, Soil Conservation Act, Animal Health Act, and Cemetery Act.
5. Possess Alberta Pesticide Applicator Certificate qualification in Industrial, Agriculture, and Landscape categories and license to issue pest control products;
6. At minimum, a valid Class 5 Driver's License issued in Alberta or another jurisdiction in Canada. A valid driver's license must be maintained at all times and is a condition of employment. A Driver's Abstract and a Criminal Record Check, both of which must be acceptable to the County, will be required prior to start of employment;
7. At all times, must exhibit: respectful and professional behavior towards direct reports, colleagues, supervisors, and the public; integrity, honesty, and fidelity to the County and in the work performed; respect for authority; and utmost regard for the County's interests and reputation;
8. Strong interpersonal skills and the ability to build and maintain effective working relationships; skilled in dealing openly, tactfully, and sensitively in a variety of situations;
9. Ability to successfully lead a team and work collaboratively; deal effectively with disagreements and prevent escalation of conflicts;
10. Capacity to supervise, coach, and guide others while enhancing individual and team effectiveness; ability to mentor and foster the development of direct reports;
11. Proven ability to use judgement to resolve multifaceted problems; seek solutions in alignment with the County policies, objectives, and interests;
12. Ability to prepare clear written reports with recommendations supported by objective analysis; capable of presenting technical information and advice to audiences that are not subject matter experts and answer questions from members of the ASB, Council, or the public;
13. Excellent customer service delivery when dealing with members of the public; ability to deal with others with professionalism, courtesy, and tact, while maintaining independence and objectivity;
14. Must maintain high level of professionalism and accountability; provide and maintain

confidentiality and security of all County information and property;

15. Thorough knowledge of Alberta occupational health and safety legislation and occupational health and safety practices and standards, preferably in the public sector; and
16. Proficient in the use of Microsoft Windows and Office; experience with GIS and GPS applications.

Work Environment and Physical Demands

The work environment and physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job and may not be limited to:

1. Working indoors in an office environment and outdoors in the field performing site visits and inspections, overseeing work, and meeting stakeholders; operating off-road vehicles, tractors, mowers, sprayers, etc., may be required;
2. Office work will involve prolonged and extensive use of a computer, telephone, and other office equipment while being sedentary;
3. Sitting for long periods of time and using hands and fingers repetitively in the operation of office equipment; close visual acuity to view a computer screen and review documents and reports;
4. Outdoor working conditions involve exposure to inclement weather, including walking on dry, wet, icy, dusty, and uneven ground; exposure to pesticides, noise, fumes, noxious odors, gases, mechanical and electrical hazards, insects, pollen, and wildlife;
5. Able to lift, stack, push, and pull objects weighing 15-30 kgs occasionally and infrequently and exert 5-10 kgs of force to lift, carry, push, and pull or otherwise move objects regularly;
6. Engage in stooping, kneeling, crouching, twisting/turning, reaching, and bending at the waist; ability to sit, stand, walk, carry, and exert force for prolonged periods of time;
7. Specific vision abilities include close vision, distance vision, color distinction, peripheral vision, depth perception, and the ability to adjust focus, with or without correction;
8. Extensive use and operation of a County-owned vehicle for travel throughout the County, attendance at meetings out of town, and occasional overnight travel to other parts of the Province;

9. Exposure to public criticism, in-person and via electronic means; and
10. Working alone.

This job description is only a summary of the typical functions of the position, not an exhaustive or comprehensive list of all possible duties, responsibilities, and tasks. The County reserves the right to add to, alter, or modify the duties, responsibilities, and tasks of this position at any time without notice.