



## Position Description

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**Position Title:** General Manager of Community & Development Services

**Position Reports To:** Chief Administrative Officer (CAO)

**Job ID:** P22-32

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### Position Summary:

The General Manager of Community and Development Services is accountable and responsible for Planning, Development, Protective Services, Fire and Emergency Services, and Community Services for Wheatland County.

As a member of the County's Senior Leadership Team (SLT), the General Manager will provide expertise regarding the development of policy recommendations, municipal strategic planning and implementation, and other operational matters. The incumbent will have a strong ability to think strategically on the County's growth and its provision of services within the department. The incumbent will be committed to adhering to and working towards accomplishing Council's Strategic Plan.

The General Manager of Community and Development Services has the following direct reports: Manager of Planning and Development Services, Manager of Emergency and Fire Services, Senior Community Peace Officer, Community Services Coordinator, and the Administrative Assistant to Community and Development Services.

### Key Responsibilities:

- As a senior manager with direct reports, participate in the recruitment and selection process, conduct new employee onboarding / orientation, train, coach, performance manage, participate in the progressive disciplinary process up to and including terminations, participate in employees' career development, and actively participate in other corporate-endorsed human resource management processes and procedures.
- As a member of senior management, participate in strategic planning; establish department business goals and objectives; oversee and monitor results of department programs, services, legislated duties, education and awareness activities, and reporting processes, to support the achievement of Wheatland County short- and long-term business goals.
- Direct the preparation of the department strategic plan and budget; establish objectives that ensure the budget meets deliverable targets set out in the County's Strategic Plan;

develop department operating and capital budgets including long-range budgets that support the department's mandate and meets the goals and objectives of the County's Strategic Business Plan.

- Oversee the purchase and disposal of operating and capital supplies.
- Provide reports and information on department services and attend meetings for Council, Council Committees, Municipal Planning Commission, and Boards, as required.
- Research related to bylaws, policies, management reports, etc.; ensure departmental policies and procedures are up to date.
- Liaise with legal counsel regarding bylaw, policy matters, and litigation.
- Make recommendations and adjustments to practices, operations, staffing, and positions.
- Ensure departmental information is available to County residents through a broad range of communication tools including newsletters, County website / web page, and media releases through Communications.
- Act as Development Officer for the purpose of signing off on development permits for the County.
- Ensure adherence to all applicable Wheatland County policies and bylaws.
- Communicate with senior management, Council, colleagues, customers, external agencies, government, and vendors sincerely, clearly, tactfully, promptly and courteously; respond to inquiries and complaints promptly and professionally.
- Special projects / assignments, as may be required on an ad hoc basis, and as assigned by the CAO.

#### **Development Services:**

- Oversee the Manager of Planning and Development Services; establish objectives and monitor results of the Planning and Development department.
- Evaluate the effectiveness of Planning and Development with respect to policies, programs, and resources to stated objectives of the department; review issues and make recommendations to the CAO.
- Work with the department to generate Key Performance Indicators for application workflow and bylaw / permit issuance; review processes and implement changes to provide a high quality of customer service.
- Translate technical knowledge into communication materials to all stakeholders.
- Establish objectives, oversee, and monitor administration and development of County Planning and Development, and Safety Codes policies and procedures.
- Organize and determine applications and projects for Municipal Planning Commission and Council review and approval.
- Establish objectives, oversee, and monitor the creation and results of all long-range land use planning updates and initiatives, including any revisions to the Municipal Development Plan, Inter-municipal Development Plans, and Land Use Bylaw .
- Establish and maintain positive inter-municipal relationships; facilitate and coordinate Inter-municipal Development Plans, Mutual Servicing Agreements to provide mutual services and partnerships for the County.

- Oversee and monitor preparation of agendas and minutes of the Municipal Planning Commission.
- Attend meetings and functions of Council and the Municipal Planning Commission, as required.
- Direct the preparation, implementation, and processing of all applications / requests for permits, certificates, and authorizations under the Land Use Bylaw and related Municipal bylaws.
- Oversee and monitor enforcement provisions of the Land Use Bylaw.
- Oversee contracted services utilized for evaluation of plans and subdivisions.
- Respond to ratepayers' and developers' concerns, inquiries, and service requests; liaise with regulatory agencies.

### **Community Services:**

- Oversee the Community Services Coordinator; establish objectives, oversee, and monitor results of Parks, Open Space, Trails, Community Enhancement, Cemeteries, and Library Services including creation of bylaws and policies, programs, services, legislated duties, education / awareness activities, and reporting processes.
- Evaluate the effectiveness of Parks, Open Space, Community Enhancement, Cemeteries, and Library Services with respect to policies, programs, and resources to stated objectives of the department; review issues and make recommendations to the CAO.
- Ensure that policy and budget recommendations are made to the CAO and SLT in accordance with the County's Open Space, Recreation, and Culture Master Plan.

### **Fire, Emergency, and Protective Services:**

- Oversee the Protective Services Department, including Fire, Emergency, and Peace Officer Services.
- Ensure the County follows the Alberta Peace Officer Act; including its Standard Operating Procedures, Protective Services policies, and the duties carried out by the Senior Peace Officer.
- Be an active member of the Wheatland Regional Emergency Management Partnership.
- Ensure relationships between Administration and Fire Associations / Departments is timely and professional.
- Closely monitor both the Peace Officer and Fire and Emergency Services program performance in accordance with the Acts, Plans, the departmental Business Plan, and Council's Strategic Plan.

### **Occupational Health and Safety (OH&S):**

- Evaluate the effectiveness of the current OH&S policies, programs, and resources to stated objectives of the department; review issues and make recommendations to the CAO; work with the CAO and other senior management members to ensure appropriate workplace health and safety objectives are met and provide guidance to Health and

Safety regarding the planning and implementation of occupational health and safety initiatives.

- Maintain own compliance with OH&S and ensure all applicable employees follow OH&S including employee attendance at regular safety meetings, employees being properly trained in OH&S related topics and ensuring employees complete work in a safe manner.

**Qualifications:**

- A degree or diploma from a recognized post-secondary educational institution in the field of planning, business, or a related field; a post graduate degree would be an asset.
- A member of the Canadian Institute of Planners and a Registered Professional Planning (RPP) designation is an asset.
- Post-secondary training and / or experience in administering a Land Use Bylaw, statutory plans, and the Municipal Government Act.
- Knowledge of the Alberta Peace Officer Act, Alberta Fire and Safety Code Acts, and administering them across the County would be an asset.
- 5-7 years of progressive experience in a management or supervisory role, preferably in a rural municipality.
- High proficiency in the use of computer programs including MS Office Suite (Word, Excel, Outlook, Teams).
- Excellent communication skills including written, verbal / interpersonal, and presentation skills.
- Public relations skills with ability to develop and maintain working relationships with external stakeholders.
- Strong skills in public policy and bylaw development.
- Problem solving and decision-making skills.
- Organizational and time management skills; comfortable managing different priorities concurrently.
- Negotiation and conflict management skills.
- Ability to multi-task in a fast-paced environment.
- Valid Class 5 Alberta drivers' licence.

**Working Conditions:**

- This position works a 5-day work week, Monday to Friday, with one day off in a 3-week cycle; hours of work: standard 37.5 hour work week
- Remote work capabilities are available