



Position Description

Position Title: General Manager of Community & Development Services

Position Reports To: Chief Administrative Officer (CAO)

Position Summary:

The General Manager of Community and Development Services provides strategic leadership and oversight for Wheatland County's Planning, Development, Protective Services, Fire and Emergency Services, and Community Services departments. As a member of the County's Senior Leadership Team (SLT), the General Manager contributes to strategic planning, policy development, and organizational performance, ensuring alignment with Council's Strategic Plan and the County's long-term growth and service delivery objectives.

This position leads a diverse portfolio through collaboration, innovation, and strategic focus. Direct reports include the Manager of Planning and Development Services, Manager of Emergency and Fire Services, Manager of Protective Services, Community Services Coordinator, and the Administrative Assistant to Community and Development Services.

Key Responsibilities

Leadership and Strategy:

- Provide effective leadership to departmental teams by overseeing recruitment, onboarding, performance management, training, and employee development in accordance with County policies and procedures.
- Lead departmental strategic and business planning, ensuring alignment with Council's priorities and corporate objectives.
- Oversee development and administration of department at operating and capital budget, including long-range financial planning.
- Champion continuous improvement, customer service excellence, and innovation across departmental operations.
- Provide regular reports and updates to Council, committees, and Boards, ensuring transparency and accountability.
- Lead special projects and strategic initiatives as assigned by the Chief Administrative Officer (CAO).

Governance and Compliance:

- Ensure departmental compliance with all applicable County bylaws, policies, and provincial legislation.
- Lead policy and bylaw development, working collaboratively with legal counsel as required.
- Oversee and manage the preparation of reports, bylaws, and policy recommendations for Council and relevant committees.

Communication and Engagement:

- Foster effective communication and relationships with Council, staff, external agencies, industry stakeholders, and ratepayers.
- Support public engagement and information sharing through the County website, newsletters, and media releases in coordination with Communications.
- Represent the County at meetings, conferences, and inter-municipal partnership initiatives.

Functional Oversight

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.