

Municipality of Crownsnest Pass

Job Description MANAGER OF CORPORATE SERVICES

REPORTS TO: Director of Finance & Corporate Services
REVISION DATE: November 2011

POSITION SUMMARY

Reporting to the Director of Finance & Corporate Services, the Manager of Corporate Services is responsible for managing the day-to-day functions of Finance, Human Resources, Information Technology, Legislative and Administrative Services.

KEY DUTIES AND RESPONSIBILITIES

1. Governance:

- a) Assist and strategically support the Director of Finance & Corporate Services in all matters relating to the operations of the Municipality in accordance with legislation and established policies and practices.
- b) Support the Director of Finance & Corporate Services in the achievement of departmental goals and actions that compliment and support the Municipal Mission and Vision.
- c) Supervises the day to day activities of the Finance and Corporate Service Staff.
- d) Assists consulting and contract service providers to ensure the successful completion of work and activities undertaken.
- e) Maintains open working relationships with other departments, key business partners and government agencies.
- a) Ensure the Director of Finance & Corporate Services is kept informed of operational status and requirements.
- b) Contribute and assist with the preparation of the department's business plan and assists with the implementation of department projects and initiatives.

2. Finance:

- a) Responsible for the maintenance and support of financial systems, policies, practices and controls to ensure the prudent management and timely reporting of all Municipal funding and disbursements.
- b) Prepares monthly financial statements and variance reports for review by the Director of Finance & Corporate Services and ensures the availability of daily financial information for other departments.
- c) Collaborate with the Director of Finance & Corporate Services in the preparation of the Municipal Triennial Budget.
- d) Sustain the triennial budget process by providing financial and other pertinent information to support departments with the development of capital and operating plans relative to triennial budgeting.
- e) Implement and maintain Project Management in relation to the integration of Asset Management, Work Orders, Payroll, Purchase Orders and Inventory Management.
- f) Support and sustain the full integration computer applications such as GP Diamond (all modules), Microsoft applications and GIS.
- g) Collaborate with other departments and the finance staff on the collection and consolidation of data and reporting for grant programs.

- h) Ensure the Director of Finance & Corporate Services is kept informed on a timely basis of cash flows, banking and general ledger activities.
- i) Responsible to support and collaborate with finance staff for the year-end financial audit process including the preparation and finalization of year end working papers and final trial balance for the auditor.

3. Human Resources:

- a) Facilitate the maintenance and ensure the integrity of personnel and payroll documentation and files.
- b) Responsible for the maintenance of management contracts, job descriptions, performance evaluations, and personnel systems, policies, and practices.
- c) Responsible to create and maintain job postings as required and oversee the advertising process of such postings.
- d) Assist the Director of Finance & Corporate Services with the compilation of data and creation of documentation required for all human resource matters relating to the administration of management contracts and the union collective agreement.
- e) Oversee the integration of payroll, human resources and the general ledger regarding the recording and reconciliation of benefits, WCB, LTD, pension and human resource programs.
- f) Collaborate with the Director of Finance & Corporate Services to administer employment benefits, training programs, compensation packages, leaves of absence, terminations and retirements.
- g) Responsible to ensure deadlines are met for payroll, benefits and reporting.

4. Information and Communication Systems:

- a) Provide desktop support as required by all departments.
- b) Responsible to coordinate and track external IT support including the completion of GP Diamond Support requests and upgrades, Microsoft applications and system hardware maintenance and upgrades.
- c) Implement and maintain IT processes throughout the organization.
- d) Assist with Website development and maintenance.
- e) Management of file and data systems.

5. Legislative and Administrative Services:

- a) Collaborates and assists the Director of Finance & Corporate Services with all matters relating to real estate, liability/risk management and general operations.

COMPETENCIES AND BEHAVIOURS

1. **Leadership Skills:** Provides leadership while giving guidance and support. Mentors and is a positive role model who has the ability to communicate potential opportunities to departments while empowering staff and incorporating the views of others.
2. **Management Skills:** A proven record of being able to motivate, plan, direct and evaluate people and activities of a broad based municipal organization. The ability to manage effectively while maintaining a friendly approachable attitude.
3. **Create a Fun Working Environment:** A demonstrated ability to use respectful humour, laughter and fun in the workplace creating an environment where people are relaxed and willing to contribute.

4. **Financial Management:** Leads with a strong sense of service delivery while integrating financial planning, budgeting, and management reporting.
5. **Communication Skills:** A clear, concise and positive communicator who is able to build trust through presenting ideas clearly while effectively listening to others. Demonstrates a strong ability to work effectively within a public sector environment and is politically astute.
6. **Flexible and Adaptive:** Able to change gears quickly in an ever changing environment. The ability to demonstrate flexibility and openness to changes in work personal or team responsibilities or portfolios.
7. **People Person:** An integral part of a professional team with high ethical standards and an honest, consistent style of working co-operatively with others. The ability to work and lead in a professional manner while also allowing for creativity within the workplace.
8. **Contract Management:** A confident systems management approach to alternative program and service delivery styles including contract negotiation, management and quality service evaluation.
9. **Organizational Skills:** Able to simplify often complex administrative and service matters, an ability to separate important issues and prioritize work initiatives.
10. **Pragmatic Decision-Maker:** Believes in involving people in processes to establish priorities and show sensitivity to changing approaches. Show strong common sense and intuitive judgment abilities.
11. **Conflict Resolution:** A consensus builder with a proven ability of positively engaging people from diverse or polarized positions in problem-solving. Able to develop proactive solutions through the use of interest based negotiations demonstrating strong conflict resolution skills.

EDUCATION AND EXPERIENCE

1. Post secondary education in Business Administration or Commerce.
2. Three years of experience in a management capacity relating to Municipal Finance, Human Resources, Operations and Legislation.
3. Knowledge of financial reporting and controls and experience in an accounting environment at a professional level.
4. Practical working knowledge and proficiency of computer systems/software and communication systems.
5. Knowledge of bylaws, regulations and legislation.
6. Superior organizational and communication skills to manage multiple simultaneous tasks and prepare work plans for a unionized workforce.