County of Stettler Career Opportunity

Director of Operations

The County of Stettler has an exciting career opportunity for an experienced professional who will bring inspiring, positive and organized leadership to the position of Director of Operations.

Reporting to the Chief Administrative Officer, the Director of Operations is responsible for managing general operations for departments at our Public Works Facility including, Public Works, Facilities Management, Agricultural Services, Utilities, Equipment Maintenance Shop, Health and Safety and Engineering.

This integral leadership position oversees the daily operations and maintenance of our municipality. You will possess technical experience and knowledge of government and municipal operations. You are a natural problem-solver and pay particular attention to details. You have well-developed and professional interpersonal skills and an ability to maintain productive and effective relationships with the CAO, the management team, elected officials, staff members and external contractors and agencies.

An ideal candidate would possess the following minimum qualifications and skills:

* Substantial managerial experience at the Municipal government level. A degree in engineering, environmental sciences, management or a related discipline;
* Proven leadership, people management and coaching skills;
* Demonstrated knowledge in project management, analytical abilities, negotiation, mediation and conflict resolution skills, PMP designation is an asset;
* Strong public relations, effective oral and written communication skills and a solid understanding of public works practices and culture
* Experience working with Provincial and Federal government agencies;
* Working knowledge of OHS legislation and safety practices;
* Well versed in procurement the production of tender and RFP documents;
* Considerable knowledge in the operation, maintenance and asset management of municipal infrastructure;
* Exceptional leadership, fiscal stewardship and interpersonal skills;
* Ability to communicate clearly and effectively;
* Class 5 Motor Vehicle Operators License (drivers abstract will be required that is satisfactory to the County)

Proven experience in a senior leadership role.

**Responsibilities**

* Directs and inspires operational supervisors to accomplish the goals and priorities and follow the strategic direction provided by Council
* Prepares, administers and manages operating and capital budgets for Operations
* Oversees and assists operational supervisors in planning and managing ongoing work, activities and resources
* Assists in managing external public service contracts contractors, developers and suppliers
* Regularly attends Council and Committee meetings as requested by the CAO
* Liaises with and fosters positive relations with regional partners and municipal neighbors
* Understands legislative requirements and ensures public works, engineering, utilities, health and safety, and agricultural services are meeting the requirements outlined in such acts including but not limited to Occupational Health and Safety Act, Regulation and Code and the Municipal Government Act
* Oversees safety programs ensuring proper policies and procedures are updated and followed for the safety of all staff
* Incorporates asset management practices into the day-to-day operations of the organization
* Provides technical advice and information to the CAO, Council and Consultants
* Ensures a positive image is portrayed to the public indicating our municipalities commitment to responsible public service
* Acts as the conduit between public works staff and administration in communicating CAO requests, maintaining paperwork, overseeing the approval of timesheets, work orders and purchase orders
* Reports and updates CAO regularly on all activities

The County of Stettler offers a competitive salary and a generous employer paid benefits package.

The successful applicant will be required to provide a criminal records check.

Please respond in confidence with a cover letter and resume as well as copies of relevant education to:

County of Stettler No. 6

Attention: CAO Cassidy

Box 1270 Stettler, AB T0C 2L0

Fax: 403.742.1277

Email: [info@stettlercounty.ca](mailto:info@stettlercounty.ca)

The competition will close once a suitable candidate has been found. The County appreciates all applications, however only those selected for interview will be contacted.

Agriculture and oil and gas manufacturing are the core of our economy with tourism being a strong economic driver with popular attractions being our close proximity to Buffalo Lake and the always popular Alberta Prairie Steam Train Excursions. Population within our trading area is approximately 11,000 people. Stettler County offers a wide range of municipal services and quality recreational opportunities that contribute to an exceptional rural lifestyle.