



External Posting
Non Union Full Time Position
Director of Corporate Services
Competition # ADMDS1218
Posting Date: November 29, 2018
Closing Date: December 14, 2018 at 4:00 pm

The Town of Truro is currently accepting applications for a permanent full time position of **Director of Corporate Services**. The successful candidate will be self-motivated, people oriented, a strategic thinker and an accounting professional, and will provide efficient, accurate and timely support to the CAO, Council, other staff and external stakeholders. This is a full time position (40 hours/week) and is subject to the terms and conditions as outlined in the Town of Truro's Non-Union Personnel Policy.

Nature of the position:

Working directly with the CAO, and as a key member of the Senior Management Team, the Corporate Services Director is responsible for all aspects of the Town's Financial Management, including budgeting, accounting, reporting and internal controls, Human Resources, IT, Procurement, Records Management, Insurance and general office equipment requirements. Additional job requirements include collective bargaining assistance, pension plan administration and policy adherence.

The Director of Corporate Services supervises the Finance Manager, IT Manager, Purchasing Officer and Human Resource Officer. The Director is also an integral part of the Senior Management team and must communicate effectively with the CAO and other Directors in discussing budgeting, strategic planning, and organizational flow. This position entails attendance at Council meetings to discuss financial reporting and to address municipal issues as required.

The Director acts as a resource to the CAO, Town Council, its Committees and external agencies on financial matters.

Qualifications and Requirements:

- CPA Designation;
- Minimum of five (5) years in progressive management role;
- Minimum of five (5) years in progressive local government role, preferred;
- Proficiency with Microsoft Dynamics GP, or a similar ERP accounting software system;
- Adept with Microsoft Office, including strong capabilities in Excel;
- Knowledge of generally accepted accounting principles required, knowledge and understanding of PSAB standards an asset;
- Knowledge in human relations and negotiating;
- Knowledge of the Municipal Government Act;
- Excellent interpersonal skills, including the ability to interact effectively and efficiently with a wide variety of stakeholders;
- Demonstrated analytical, administrative and supervisory skills.

Working Conditions and Physical Environment:

Applicant will work in an office setting but must be able to attend external meetings, visit job sites and be safety conscious at all times.

Special Requirements:

- Required to maintain confidentiality and discretion;
- Required to submit a current Police Records Check.

Application Provisions:

Interested applicants must submit a resume with a concise covering letter highlighting relevant qualifications and experience. Competition number must be clearly indicated on the envelope and covering letter. Only applicants selected for an interview will be contacted.

Start Date: To be determined

Salary: In accordance with Town of Truro approved non-union salary range for the Director of Corporate Services

Closing Date for Applications: December 14, 2018 at 4:00 pm

Forward applications to: Tammy Hamlin, Human Resource Officer
Town of Truro
695 Prince Street
Truro, NS B2N 1G5
Email: jobs@truro.ca

The Town of Truro is an Equal Opportunity Employer with an Affirmative Action Policy.