



***DIRECTOR, COMMUNITY SAFETY, LANDS, AND  
ADMINISTRATION  
(Exempt)***

**Competition #:** 122-COV-20

**Closing Date:** January 3, 2021

Reporting to the Chief Administrative Officer (CAO), the incumbent will provide high level strategic leadership and oversight for a diverse portfolio of Corporate Services. The incumbent must demonstrate previous success as a strong collaborative partner and respected leader with executive level skills in strategic visioning, innovation, problem solving, decision-making, execution of business plans, financial acuity, talent development, negotiation, motivation, public speaking, public administration, resource allocation, and achievement of broad organizational goals and objectives.

In addition, the incumbent will be tasked with collaborating and building relationships with key stakeholders, while leading innovative and effective solutions to projects within the Division. The incumbent will guide Corporate Land Acquisition and Disposition, Information Technology, Protective Services, Corporate Communication and Grants, Legislative Services, and Municipal Support Services to the RCMP. The incumbent will provide expert advice (recommendation and solution focused delivery) to the Chief Administrative Officer (CAO) and Council, to successfully navigate issues within a complex and diverse environment. As an integral member of the Senior Management Team, the incumbent will guide consistent and predictable, fair, and compliant processes while supporting collaborative, city-wide leadership and strategic direction.

Director's are expected to serve as an Ambassador of the City; professionally representing the City's interests and are responsible to perform targeted activities that deliver high quality results. This position carries the responsibility for programs, projects, and services that align with the achievement of Council's priorities and are results oriented, while utilizing all potential avenues for excellence in service.

**Duties Include:**

**Strategic Leadership**

- Assumes a leadership role in the development and delivery of Division goals and objectives to support the successful achievement of Council's Strategic Plan
- Participates as a member of the Senior Management Team
- Ability to write strategic plans and frameworks for Division departments that focus on the next five (5) to seven (7) years of corporate business and desired outcomes/objectives

## **Divisional Responsibilities**

- Municipal Support Services - RCMP, including RCMP Records and Detention Facility
- Protective Services – Bylaw Compliance and Enforcement and Community Safety
- Information Services – Technology support and Corporate Security
- Corporate Communications and Grants
- Real Estate Services – Lands acquisition and disposition
- Legislative Services – City Clerk, Corporate records, FOIPP

## **Managing the Business Affairs of the Division**

- Recommends and implements Division goals that support Council's Corporate Goals and Objectives, Council's Strategic Plan, and changing legislation
- Develops and provides best professional advice and recommendations to Council on matters within the purview of the Division
- Ensures that policies and programs adopted by Council are transmitted to Division employees, and monitors and gives direction as to their implementation
- Responsible for and directs the preparation of long-range plans for the development and operation of Division services
- Attends and participates in meetings of Council and Committees of Council, as required
- Reviews, develops, and recommends new and revised Divisional procedures to respond to changing needs and legislation and/or achieve improvements, cost savings, and revenue generation
- Maintains effective contact with municipalities, regional districts, relevant senior government departments and agencies, and various Boards and Commissions, where the interests of the City are affected
- Recommends to Council the purchase, lease or sale of property for the benefit of the City
- Responsible for managing recruitment, performance management, and makes recommendations regarding promotion/termination of Divisional staff
- Carries out periodic reviews of organization structures within the Division to ensure cost effective attainment of Council objectives
- Develops annual achievement plan for staff members, provides feedback and coaching to staff, and identifies areas for development
- Represents the Division in grievances and other labour relations matters, as required
- Develops and manages the Division budget
- Responsible for planning and recommending adequate staffing levels for the Division
- Ensures compliance with Work Safe BC legislation and corporate Occupational Health and Safety policies and procedures
- Maintains a high level of inter-departmental communications, organizational morale, integrity and pride

- Ensures risk management and liability exposures are addressed and monitored
- Ensures grant opportunities are pursued
- Responsible for the management of the Corporate Records Management System
- Oversees Corporate Bylaws, Policies, and Procedures
- Position is a designated Officer of the City and administers oaths and taking affirmations, affidavits and declarations required to be taken under the *Community Charter* or any other *Act* relating to municipalities
- Certifying copies of bylaws and other documents, as required or requested
- Accepting, on behalf of the Council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the Council or municipality
- This position may perform the role of Emergency Operation Centre Director, as assigned by the City, for the assistance and coordination of the Emergency Operating Plan
- Performs other duties as required
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

**Required Education and Experience:**

- Post-secondary education, with preference given to university degree graduates and/or professional affiliates, either in administration or directly related to municipal functions (Public Administration, Business Administration, or a related discipline)
- Minimum ten (10) years in progressively advanced roles in public administration, including such areas as Corporate Land Acquisition and Disposition, Information Technology, protective services, Corporate Communication and Grants, Legislative Services, Records Management, and Municipal Support Services to the RCMP culminating with at least five (5) years at the senior level, preferable in a unionized public sector setting
- Valid BC Drivers' License Class 5
- Ability to obtain Membership with Local Government Management Association (LGMA)
- Ability to obtain Commissioner of Oaths designation
- An equivalent combination of education and experience may be considered

**Required Knowledge, Skills and Abilities:**

- Thorough knowledge of legislation and policies that affect local government, including familiarity with municipal law, finance and labour relations (Local Government Act, Community Charter, and FOIPPA legislation and other applicable Provincial and Federal statutes and regulations)
- Strong financial acumen
- Demonstrated ability to analyze and interpret legislation and legal opinions, research, report preparation, and writing complex documents and correspondence

- Demonstrated leadership by effectively addressing complex community issues
- Exceptional relationship building skills and an ability to quickly establish credibility, trust and presence with key stakeholders including all levels of government, support agencies and internal partners including elected officials. This includes: proven interpersonal and communication skills, both oral and written, to deal effectively with elected officials, external stakeholders, the public and all levels of the organization
- A natural collaborator with exceptional internal and external customer service skills
- An ability to quickly assess and confirm complex situations through effective listening, consultation, data analysis and analytical skills
- A strategic thinker who can operationalize abstract or vague direction into action
- A passion for growing, developing and empowering staff and proven ability to apply modern and progressive performance management and performance leadership approaches such as coaching and mentoring
- Leads with integrity and expects the same of others
- Ability to work with a variety of computer applications including MS Office, HRIS or other database programs
- Excellent project management skills
- Ability to work effectively under pressure, with changing priorities, deadlines, and to readily adapt to change
- Excellent interviewing, investigative, analytical, and problem-solving abilities
- Proven ability to research subject matter and to provide recommendations to ensure an effective and efficient local government service
- Ability to handle sensitive and confidential information appropriately
- Demonstrated experience in strategy development and implementation
- Strong initiative with a keen desire to generate results

**Preferred Education and Experience:**

- Graduation from a degree program related to Public Administration, Business Administration, or a related discipline
- Basic knowledge of three or more of the following areas: Legislative Services, Information Services, Protective Services, Municipal RCMP, Real Estate, Records Management, and Communications
- Project Management Designation (PMP)
- Certificate in Local Government Administration

**TO APPLY:**

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at [www.vernon.ca](http://www.vernon.ca) (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

Internal applicants are asked to complete the *Internal Application Form* located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!