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county

OPPORTUNITY PROFILE

**General Manager, Community
& Development Services**

About Parkland County

Parkland County is a vibrant and welcoming rural municipality located just west of Edmonton, Alberta. Known for its scenic landscapes, growing communities, and strong quality of life, the County offers the perfect blend of country living with convenient access to urban amenities. Residents enjoy beautiful natural surroundings, a wide range of recreational opportunities, and a friendly, community-oriented atmosphere.

With a diverse and expanding population, Parkland County appeals to individuals and families seeking space, connection, and a balanced lifestyle. The area features excellent local services, year-round outdoor activities, and a variety of cultural and community events, all set against the backdrop of Alberta's stunning natural beauty.

At Parkland County, we take pride in fostering a supportive workplace where our core values—Service, Teamwork, Attitude, Respect, and Safety—are at the heart of everything we do. We're committed to cultivating a culture of respect, continuous learning, personal growth, and a healthy work-life balance.

Our employee-driven Social Club brings energy and connection to the workplace through annual events, including golf tournaments, barbecues, summer games, and a festive children's Christmas party. We prioritize employee well-being through initiatives led by our Health, Safety & Wellness Committee, provide access to on-site psychology services, have two dedicated wellness rooms, and offer a variety of mental health workshops offered throughout the year.

We celebrate our team through everyday recognition and Long Service Awards, acknowledging the dedication and contributions of our employees.

Parkland County is dedicated to creating an inclusive environment where diversity is welcomed, respected, and valued. We are committed to ensuring reasonable access and accommodations throughout the recruitment and employment journey.

To learn more about Parkland County, please visit www.parklandcounty.com.

The Opportunity

Reporting to the Chief Administrative Officer (CAO), the General Manager, Community & Development Services Division provides strategic direction and leadership for the Community & Development Services portfolio, which comprises Fire Services, Enforcement Services, Community Services and Planning & Development Services. As a member of the Senior Leadership Team, this position collaborates with the Chief Administrative Officer (CAO) to translate the Council's strategic objectives into actionable goals. It plans and implements departmental initiatives and objectives, aligning with the corporate strategic plan and corporate business needs. This position also champions and promotes positive collaboration, connection, and a respectful work environment within the Division and organization, supporting a demonstrated commitment to the core values of Service, Teamwork, Attitude, Respect, and Safety.

Key Roles & Responsibilities

Strategic Leadership

In collaboration with the Chief Administrative Officer (CAO) and the Senior Leadership team, shares responsibility for corporate strategic planning:

- Translates Council objectives into respective department goals by ensuring their clear understanding, communicating them to department directors and ensuring departmental goals are synchronized with the Council objectives.
- Participating in related boards and agencies and providing advice, assistance, and alternate solutions to various committees, boards, etc. Ensuring that all statements and recommendations reflect the best interest of the County and represent/ defend the County's position at administrative and judicial tribunals.
- Liaising with County legal representation, maintaining awareness of legal proceedings, approving, where necessary, matters to be referred to County legal representation and providing research and technical expertise regarding litigations.
- Participating on the Senior Leadership Team to assist in the promotion and implementation of the County's strategic plan.
- As part of the Senior Leadership Team, reviewing and evaluating new centralized corporate programs as well as key performance reports and indicators for the organization.
- Reviewing, evaluating and making recommendations to the CAO on new division-related objectives.
- Ensuring legislative plans and processes are accurate and maintained.

Operational and Technical Leadership

Plans and implements departmental initiatives and objectives, aligned with the corporate strategic plan and corporate business needs:

- Modelling County core values of Service, Teamwork, Attitude, Respect and Safety and ensuring alignment throughout the division.
- Reviewing, analyzing, and presenting Community & Development Services programs to ensure appropriate service levels and alignment with strategic goals.
- Developing, implementing, and administering departmental policies, procedures, directives, bylaws, and major activities.
- Screening and evaluating reports and decisions before they go to the Senior Leadership Team and /or Council for approval.
- Providing clear direction for Community & Development Services operating and capital activities.

- Providing direction in budget development, review, monitoring, and control, advising the CAO of, and preparing alternatives for utilization of surplus or elimination of deficits.

Division Services Administrative Direction

Prepare and/or review reports and plans, research, make recommendations on operating procedures, and perform related duties on specified Division matters:

- Preparing and/or reviewing submissions to CAO for Council and Council Committees.
- Attending and making presentations to Council and Committee meetings.
- Ensuring the implementation of directives from the CAO.
- Establish and maintain clear communication with subordinate management and other General Managers through regular meetings.
- Communicate clear and reasonable expectations and hold team members accountable to them.
- Provide participatory leadership in the performance management and goal planning processes.
- Inspire innovation by modelling supportive and collaborative leadership practices.

Community Relations

- Establishing and fostering positive relationships within the community, with other levels of government and the media.
- Acting as a liaison on issues of community or corporate concern, in accordance with the County's external relations agenda.
- Liaising with outside agencies on applicable support or funding programs and legislated or regulatory requirements; and coordinating local improvement projects, grants, and other funding programs.

Corporate Safety and Culture

- Promotes positive collaboration, connection, and a respectful work environment within the Division and organization, supporting the demonstrated commitment to the core values of Service, Teamwork, Attitude, Respect, and Safety.
- Ensures staff have the necessary tools, resources and knowledge to perform their duties safely and have a clear understanding of Parkland County's safe work policies and practices.

The Person

Qualifications & Education Requirements

The ideal candidate will hold a bachelor's degree in a related discipline such as planning, emergency management, community services, or business. A master's degree and a Certified Local Government Manager (CLGM) designation or similar accreditation are considered strong assets. The role requires a minimum of 10 years of progressively responsible experience. Equivalent combinations of education and experience may be considered.

Knowledge, Skills & Attributes

Strategic Vision: Provides clear direction aligned with Parkland County's long-term vision and strategic priorities. Balances big-picture thinking with practical implementation, guiding teams toward meaningful outcomes that benefit the County and its residents.

Culture Leadership: Fosters a positive, inclusive, and high-performance organizational culture rooted in respect, accountability, and continuous improvement. Leads by example, empowering others and driving a shared sense of purpose across departments.

Effective Communication: Communicates clearly, respectfully, and with purpose across all organizational levels and with external stakeholders. Listens actively, delivers complex information with clarity, and fosters open, two-way communication to ensure alignment and understanding.

Customer Service Orientation: Demonstrates a strong commitment to service excellence by anticipating and responding to the needs of residents, Council, and internal departments. Strives to deliver high-quality, responsive services that support community well-being and organizational goals.

Flexibility and Adaptability: Responds effectively to changing priorities, emerging challenges, and evolving municipal needs. Maintains composure under pressure and adjusts strategies to remain effective in a dynamic environment.

Innovation and Creativity: Champions innovative thinking and creative problem-solving to improve municipal services and address community needs. Encourages new ideas and implements forward-thinking approaches that align with Parkland County's strategic objectives.

Relationship Building: Builds and maintains strong, collaborative relationships with elected officials, colleagues, community partners, and staff. Acts with integrity and professionalism, creating trust-based connections that enhance cooperation and shared success.



Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

Express Your Enthusiasm

Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Ardyce Kouri** or **Jessica Park** at apply@leadersinternational.com, indicating the job title in the subject line.

Leaders International Executive Search

www.leadersinternational.com