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Medicine Hat

OPPORTUNITY PROFILE

**Managing Director – Corporate Services
and Chief Financial Officer**



About the City of Medicine Hat

Medicine Hat is a thriving city of over 65,000 residents. Located in the beautiful South Saskatchewan River Valley, residents enjoy the beauty and peace of the coulees and rolling prairie which boasts many species of wildlife.

Medicine Hat is a community alive with vibrancy and spirit few communities witness. The community enjoys the values that are intrinsically tied to our history and quality of life. Medicine Hat strives to achieve City Council's vision of being "a community of choice" where people come to live, work and play.

Medicine Hat has much to offer residents, visitors and businesses alike. We boast an excellent climate, a safe and healthy community, vibrant arts and entertainment, and ample recreation and leisure opportunities.

Visit **Tourism Medicine Hat** for more information on things to do and see in our beautiful community.



The Opportunity

The Managing Director – Corporate Services, Chief Financial Officer (CFO) holds an executive management role that provides leadership and direction to the Corporate Services Division. This division encompasses all aspects of Corporate Finance, Information Technology, Communications, Engagement and Marketing, Fleet and Facilities, and Corporate Planning and Performance. In close collaboration with the City Manager and as a member of the Administrative Committee, this position ensures the provision of effective support services to other operating divisions within the City of Medicine Hat. Moreover, this role engages directly with City Council through the Corporate Services Committee and the Audit Committee, alongside the City Manager, to implement policies supporting Council's vision, serving as the City's Chief Financial Officer.

Key Roles & Responsibilities

Financial Leadership and Management

- Acts as the Chief Financial Officer representing the City with various financial institutions, auditors, and vendors, ensuring positive, professional relationships are maintained.
- Leads the preparation of the City's business plans, operating and capital budgets, annual financial reports, and tri-annual management reports.

- Ensures the City's Treasury and Risk Management programs adhere to City policies and guidelines.
- Serves as the Chief Financial Officer for all City of Medicine Hat subsidiary corporations.
- Certifies Federal and Provincial grant applications and reporting forms as required.

Strategic and Council Engagement

- Collaborates closely with other Executive Team members to maintain a positive and professional relationship with City Council, ensuring alignment of the Corporate Services Division's objectives with Council's direction.
- Communicates with City Council, City personnel, media and the public on matters related to the Corporate Services portfolio.
- Ensures issues requiring Council direction are brought before the Corporate Services Standing Committee, supported by data-rich analysis/recommendations, including necessary follow-up and implementation.

Leadership and Staff Development

- Establishes and communicates a clear vision for the Corporate Service Division, fostering a culture of achievement within divisional departments based on Council and Executive team priorities.
- Provides leadership and support to the division's Directors and staff in a manner that engages all divisional staff in the effective planning, delivery, and evaluation of Corporate Services objectives.
- Offers development opportunities, coaching and feedback to direct reports.

Governance and Compliance

- Collaborates with Directors to ensure that corporate bylaws, policies, procedures, corporate safety, health and wellness and systems under Corporate Services' purview are up-to-date, consistent with Council direction and conducive to effective and efficient corporate administration.

Communication and Representation

- Promotes constructive relationships and solid teamwork between Corporate Services Division staff and other divisional staff within the organization.
- Perform other duties as required.



The Person

Qualifications & Education Requirements

The candidate will have completed a bachelor's degree in a related field (business, management, accounting) and a CPA designated will be required. Graduate credentials such as an MBP or MPA would be seen as a strong asset.

The individual will have extensive leadership experience in a large complex environment and have a strong appreciation for working with elected officials and reporting to audit committees. They will also have a solid foundation in leading broad teams from diverse portfolios and appreciate how to create synergies to achieve optimal results.

The candidate will have a track record of success working as a collaborative executive team member supporting an organization through significant strategic changes.

Knowledge, Skills & Attributes

Strategic Leadership: An insightful strategic thinker who collaborates effectively with the Executive Team to shape and advance a corporate vision and mission aligned with Council's direction. Demonstrates foresight, understands diverse stakeholder needs, and systematically works toward long-term organizational goals.

Organizational Alignment & Engagement: Facilitates a clear understanding of corporate direction among managers and staff by actively engaging others in the development and commitment to divisional objectives, strategies, action plans, and performance measures. Promotes transparency, cohesion, and shared accountability across the organization.

Planning, Decision-Making & Delegation: Possesses strong planning, organizing, and priority-setting skills, supported by the confidence to make sound decisions and delegate responsibilities appropriately. Balances the need for efficiency with thoughtful risk awareness and responsible resource stewardship.

Values-Based Leadership: Serves as a role model in upholding the City's Valued Behaviours and encourages accountability in others. Demonstrates tact, patience, diplomacy, and integrity in all interactions, fostering strong, trusting relationships even in challenging situations.

Municipal Acumen & Political Savvy: Understands the unique dynamics of working within a municipal government environment, including relevant legislation, bylaws, and policies that govern operations. Adaptable, flexible, and politically astute, with the ability to work effectively with elected officials, staff, and community partners while managing evolving priorities.

Financial & Corporate Expertise: Brings strong financial acumen in budgeting, treasury, and asset management, along with an understanding of corporate planning and performance. Knowledgeable in fleet and facilities management, information technology, and communications and marketing principles to support well-informed, integrated decision-making.

People Leadership & Development: Capable of mentoring, supporting, and empowering managers and staff to achieve their full potential. Fosters a respectful, achievement-oriented, and participative culture that encourages growth, collaboration, and high performance.

Communication & Technology Skills: Exceptional verbal and written communication skills, with the ability to synthesize, interpret, and present complex information clearly and effectively. Skilled in leveraging current business software for communication, analysis, and documentation.

Professional Conduct & Personal Effectiveness: Driven by a strong internal standard of excellence and demonstrates honesty in fulfilling commitments. Able to balance competing demands and maintain personal health and wellness while meeting organizational expectations and deadlines.



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, Cameron Geldart or Luke Shin** at apply@leadersinternational.com, indicating the job title in the subject line.

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