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OPPORTUNITY PROFILE **DIRECTOR, CORPORATE SERVICES**



the right people

CITY OF PRINCE GEORGE | DIRECTOR, CORPORATE SERVICES

CONTENTS

THE CITY	PRINCE GEORGE	1
THE ORGANIZATION	CITY OF PRINCE GEORGE	2
THE OPPORTUNITY	DIRECTOR, CORPORATE SERVICES	3
	Reporting Relationships	3
	Key Responsibilities	3
THE PERSON		5
	Qualifications	5
	Key Competencies	5
COMPENSATION		6
CONTACT		6



THE CITY PRINCE GEORGE

Prince George is a bustling city of approximately 85,000 people situated at the crossroads of Highway 97 (north-south) and Highway 16 (east-west), and at the confluence of the Fraser and Nechako Rivers. The community is the largest city in Northern British Columbia and has the following assets: a university and college, affordable housing, well-paying jobs, recreation, arts and cultural amenities, and a comprehensive transportation infrastructure.

Prince George's highways and railways, in particular, are complemented by an international airport and these vital transportation links connect local residents and businesses, resources (primarily forest products energy, minerals and metals), and agricultural products to markets around the world. As a major city of the Pacific Rim, Prince George is firmly tied to the global market.

Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George.

The City of Prince George sits on the traditional lands of the Lheidli T'enneh First Nation, whose name means "people where the rivers come together" in the Carrier language. The City's logo reflects this "coming together" in the way it depicts the confluence of railways, highways, and rivers that give rise of PG's reputation as Northern BC's service hub.

To learn more, please visit City of Prince George's [website](#).

The City of Prince George is the municipal government serving Prince George, the largest city in northern British Columbia. The City delivers a broad range of municipal services and infrastructure, including public safety, roads and transportation, water and sewer services, parks and recreation, planning and development, environmental services, and community and economic development. Its work is guided by Council's strategic priorities and a corporate planning framework focused on building a connected, inclusive, resilient and economically vibrant community.



The City is a significant and complex public-sector organization with a workforce of more than 800 employees. With responsibility for essential public services, significant civic infrastructure and the stewardship of public resources, the organization operates in an environment that requires strong financial management, effective governance, long-term planning and close collaboration with residents, businesses, community organizations, other levels of government and the Lheidli T'enneh First Nation. In recent years, the City has also been responding to significant growth and development pressures, including increased housing demand and record levels of building and development activity.

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs and professional development, the City of Prince George offers a safe and supportive workplace in which to serve the community.



THE OPPORTUNITY DIRECTOR, CORPORATE SERVICES

The Director, Corporate Services provides strategic leadership and oversight for a broad portfolio of corporate and support services essential to the City's effective and efficient operation and the achievement of Council's strategic priorities. In accordance with Section 149 of the Community Charter, the Director also serves as the City's Financial Officer, with responsibility for the control and oversight of the municipality's financial affairs.

A defining aspect of the role is bringing coordinated leadership to a diverse portfolio of functions that provide critical services and expertise across the organization. This requires the Director to navigate competing priorities, balance departmental needs and resources, and ensure services are responsive, well integrated and delivered in a financially sustainable manner. The ability to see across the organization, build strong relationships and make sound decisions within established fiscal parameters is critical to success.

Reporting Relationships

This position reports to the City Manager. Reporting directly to this position are: Manager, Financial Services; Senior Manager, Human Resources & Corporate Safety; Manager, Information Technology; and Manager, Risk & Procurement.

Key Responsibilities

As a member of the Senior Leadership Team, the Director plays an important role in shaping the strategic direction of the organization and translating Council priorities into effective corporate programs and services. While receiving overall direction from the City Manager, the position operates with considerable autonomy within established City policies and objectives.

Working collaboratively with Council, the City Manager, fellow Directors and staff across the organization, the Director ensures corporate services are well coordinated and aligned with Council's priorities. The role provides leadership in achieving strategic, operational and fiscal objectives and in developing services and systems that respond effectively to the evolving needs of the organization.

As the City's Financial Officer, the Director ensures the municipality's financial affairs are managed in accordance with the Community Charter, the Local Government Act, and other applicable legislation and



regulations. The Director provides strategic advice and leadership in the development and implementation of sustainable financial plans, policies and practices, working closely with other departments and subject to Council approval. The position coordinates Finance & Audit Committee meetings and provides recommendations to the Committee and Council on taxation, debt management, fees and charges, and other financial matters.

Beyond the financial portfolio, the Director provides strategic leadership across a wide range of corporate functions, including human resources and labour relations, corporate safety and workplace wellness, information technology, risk management and procurement. The Director participates in corporate planning initiatives and works closely with other members of the Senior Leadership Team to ensure priorities, resources and organizational efforts are effectively coordinated. The Director regularly prepares and presents reports to Council on corporate service initiatives and provides research, analysis and recommendations on policies and other matters within the department's mandate.

As a senior people leader, the Director establishes priorities, provides direction and supports the development and performance of employees across the portfolio. The role ensures sound human resource management practices are applied consistently and effectively, including performance management and, where necessary, progressive discipline. The Director ensures compliance with WorkSafeBC requirements and promotes a respectful, inclusive, healthy and safe workplace through leadership and collaboration across departments.

Success in the role requires maintaining a strong understanding of contemporary public administration and municipal best practices, with an emphasis on proactive, sustainable and continuously improving approaches to service delivery. The Director must also remain current on political, legislative and regulatory developments and anticipate their implications for the City and its operations.

THE PERSON

Qualifications

Education and Experience

Bachelor's degree in a relevant discipline and significant related senior level local government experience. A Chartered Professional Accountant Designation is preferred.



Key Competencies

Strategic Management - Takes initiative, has vision, is creative and innovative, and facilitates change.

Political Awareness - Operates within the organization's formal and informal structures, builds allies and relationships across departments, uses allies to build consensus and create results, is appropriately diplomatic, understands others' roles and perspectives, can sell projects and ideas across the organization.

Planning - Develops realistic plans, sets goals, aligns plans with organizational goals, plans for and manages resources, creates contingency plans, coordinates and cooperates with others, and has the ability to manage complex, multi-faceted projects.

People Development - Provides feedback and coaching, assumes mentoring role, challenges and develops employees, provides visibility and opportunity, recognizes and rewards good work and results.

Engagement - Encourages citizen and employee participation.

Communication - Has exceptional interpersonal, verbal and written communication, media relations, negotiation, and presentation skills.

Organizational Management - Has well developed system-wide thinking, finance and human resources management skills.

Leadership - Promotes cooperation and builds consensus, values differences, inspires and motivates others, and celebrates success.



COMPENSATION

A competitive compensation package will be provided including an attractive base salary between \$213,117 and \$236,797 (target hiring range is \$213,117 (Step 1) - 224,957 (Midpoint)), and excellent benefits that includes a defined benefit pension plan. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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