

Update

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

KID CAO and KES Manager

Current Class

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Parks, Kananaskis

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

This position acts as Chief Administrative Officer responsible for the effective administration of the Kananaskis Improvement District in accordance with the Municipal Government Act and within the authority delegated by the Minister of Municipal Affairs and the Minister of Forestry & Parks. The position is directly responsible for the communication and coordination of the KID Council and the effective delivery of municipal

services.

This position manages a regional emergency services organization providing support to Parks Division, Kananaskis Region for all programs in the areas of public safety, occupational health and safety, coordination of disaster and emergency services and radio communications.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Kananaskis Improvement District

1. Providing leadership, direction and guidance to staff, consultants and contractors, in the delivery of operational and maintenance programs and contract services for the Kananaskis Improvement District by:
 - Planning, developing, implementing, coordinating and monitoring all deferred maintenance programs and capital development programs in the Kananaskis Improvement District;
 - Coordinating and resolving issues, preparing briefings and background materials for and on behalf of the Kananaskis Improvement District Council.
 - Ensuring municipal services are delivered according to legislated requirements within the approved budgetary expectations of KID Council.
2. Responsible for developing, presenting, managing and controlling the overall Kananaskis Improvement District budget of approximately \$3M Operating and \$4M Capital by:
 - Acting as the Deputy Head on financial matters for the Kananaskis Improvement District within the roles as identified in the Municipal Government Act and working with the Alberta Auditor General to prepare and present the annual Audited Financial Statements to the Council for approval and further submission to the Minister Municipal Affairs, Minister Forestry & Parks and Senior Financial Officer as well as Deputy Head Treasury Board.
 - Ensure financial controls are in place and implemented according to the Public Sector Accounting Board Standards and within the limitations of local government taxation and alternate revenues.
3. Responsible for the overall delivery of mandated municipal functions within the Kananaskis Improvement District such as, but not limited to, municipal finance, disaster and emergency services, water supply, wastewater collection, solid waste management and public works program as defined through Ministerial Order.
 - Ensure KID Council strategic priorities are delivered in accordance with legislated authority.
 - Delegated a Deputy Director of Emergency Management and authorized user of the Alberta Emergency Alert. Ensuring Emergency Management Plans, training, exercises, procedures, and legislated requirements are met for both the municipality and Parks Division in Kananaskis.
4. Responsible for the planning, development, management and compliance monitoring of the Kananaskis Improvement District - Land Use Order by:
 - Seeking input and collaborating with all land management ministries and members defined on Kananaskis Country Interdepartmental Consultative Committee for development applications on Crown lands within the boundaries of the Kananaskis Improvement District;
 - Lead the Subdivision Development Authority and support the Development Officer in receiving, reviewing, processing Development Permit Applications, ensuring compliance to the Land Use Order core requirements, presenting to the Subdivision and Development Authority for decision and implementing the decision of the Subdivision and Development Authority;
 - Collaborating with Municipal Affairs during the annual audit of development policies, procedures and reporting practices, and ensuring compliance with the Safety Codes Act occurs for all disciplines.
5. Supporting the functioning of the Kananaskis Improvement District Council through Council strategic planning, planning of Council meetings, attendance at Council meetings, municipal clerk requirements, and other official Council functions, and providing advice/information to Council members as requested or as needed.

Alberta Parks Division - Manager Kananaskis Emergency Services

6. Responsible for developing, presenting, managing and controlling a Parks Division - Kananaskis Regional Program Support budget by:
 - Providing guidance and promoting training opportunities to ensure compliance with the Occupational Health and Safety Act and Regulations, pursuing and maintaining the regional Certificate of

Recognition and adhering to departmental policies and procedures with respect to public, staff and contractor work place safety;

- Acting as an expenditure officer for the Kananaskis Emergency Services budget;
- Soliciting input and establishing priorities for operational programs and projects within established timelines and budgets.
- Managing field staff expectations to deliver high quality support function for the Kananaskis Emergency Service emergency communications program;
- Lead Occupational Health and Safety Committee as co-chair;
- Demonstrate continuous improvement for the Kananaskis Region to the standards set out in the Government of Alberta Occupational Health and Safety Program and in compliance with legislative requirements;

Problem Solving

Typical problems solved:

Must be able to identify trends and devise new approaches, techniques and methods to deliver programs with available resources to meet growing public use and expectations. An example would be to enter into collaborative partnership arrangements with other communities, other Ministries, businesses or the private sector to provide or deliver programs and services.

Must be able to resolve extremely sensitive, emotional or controversial staffing/resource issues; or situations which may have a region/division wide impact. Examples would be Critical Incident Stress Debriefing Sessions, Employee and Family Assistance Program referrals, Major disaster and catastrophic event management, Major emergency response coordination/ management/ demobilization/recovery. Must be able to identify and bridge Kananaskis Emergency Services with Kananaskis Improvement District service delivery, meeting public safety objectives, legislated municipal service delivery, and resident/visitor/business expectations.

Types of guidance available for problem solving:

As Chief Administrative Officer for the Kananaskis Improvement District at least 50% of this position is to provide recommendations to the elected / appointed Council and lead a multi-disciplinary collaborative team responsible for the delivery of KID Council priorities as well as municipal services and programs. Types of municipal services and programs include finance, disaster and emergency services, emergency planning / response / recovery, public health and welfare, water supply, wastewater collection, solid waste management, public works, market value assessments and municipal taxation. The multi-disciplinary collaborative team includes staff from other Ministries.

As Manager - Kananaskis Emergency Services 50% of this position must lead a multi-disciplinary team responsible for, public safety, occupational health and safety, coordination of emergency services and radio communications program in the region. Examples include regional radio program inventory, hardware and software compliance & coordination with FireNet radio network mountain top infrastructure and dispatch console; OH&S program improvements SharePoint and communication outreach; municipal and Regional emergency management plan development, table top and field exercise development, disaster coordination and response.

The position acts with limited guidance where the municipal accountabilities are delivered in accordance with legislation. The CAO must be able to receive multiple, and at times conflicting information and/or requests, and deliver actions, plans, and processes to respond to needs of the municipal priorities while managing expectations of KID Council and Forestry and Parks.

Direct or indirect impacts of decisions:

Magnitude and complexity of providing a full range of municipal services to residents and ratepayers within the Kananaskis Improvement District in collaboration with numerous other Ministries to provide contributed services, within legislated authority and Ministerial decisions. Decisions made have a direct impact on political sensitivity, ratepayer expectations and municipal tax collected. 50% of the incumbent's time shall be allocated to these programs.

Magnitude and complexity of providing regional support to the full spectrum for areas of public safety,

occupational health and safety, coordination of disaster and emergency services and radio communications program deliverables have enormous impact on public safety response and coordination. Kananaskis Emergency Services supports and delivers programs and provides services 24/7/365. Decisions made have a direct impact on political sensitivities and public expectations. 50% of the incumbent's time shall be allocated to these programs.

Key Relationships

Major stakeholders and purpose of interactions:

Internal
 Regional Director - KR
 KID Chair and Council
 Alberta Forestry & Parks executive
 Alberta Forestry and Parks various levels of staff
 Kananaskis Country Interdepartmental Consultative Committee

External
 Alberta Municipal Affairs
 Alberta Transportation
 Alberta Infrastructure
 Alberta Justice
 Economic Development Trade and Tourism
 Alberta Emergency Management Agency
 KID residential and non-residential ratepayers.
 Neighbouring Municipalities.
 Alberta Municipalities Association
 Rural Municipalities of Alberta Association.
 Safety Codes Canada
 Various Emergency Management and Emergency Services agencies external to the region (i.e. RCMP, EMS, Fire, STARS, Calgary911)

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Public Administration	Other	Other

If other, specify:

Environment, Emergency Management. Certified Local Government Manager (an asset)

Job-specific experience, technical competencies, certification and/or training:

An extensive knowledge of contract administration, project management techniques and contract law with related experience in municipal governance, policy development, and disaster and emergency services. A strong working knowledge of the Municipal Government Act and other municipal legislation and administration is required for Kananaskis Improvement District duties. Overall working knowledge of Parks Division and Kananaskis Country programs, legislation, policies, procedures and management plans, as well as general business knowledge of operations and maintenance management decision making processes and procedures. Professional knowledge and experience in the principles and practices relating to the financial management of the organization particularly municipal financial management, and the ability to provide leadership within the organization on financial matters is a key requirement of this position.

The ability to communicate effectively and collaborate with other professionals, contractors, consultants, local authorities, media, politicians and the public is mandatory. The ability to coordinate a broad range of tasks simultaneously and within rigid time frames, along with the ability to manage issues, recognize, analyse and resolve problems effectively. Must possess strong negotiation and consensus building skills for managing staff, consultants and contractors, with demonstrated management, leadership and supervisory skills to achieve results through available resources using a good common sense approach.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: • Plans for how current	Lead development, then maintain and implement a strategic future-focused

		<p>situation is affected by broader trends</p> <ul style="list-style-type: none"> • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	<p>roadmap for municipal organisational effectiveness, and municipal service accountability. The position is responsible for leading the development and implementation of the regional emergency management system, including sustaining senior level stakeholder support for the concepts of response readiness for Kananaskis and partners/stakeholders through communication and enhancement of a culture of emergency management.</p>
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works in open teams to share ideas and process issues:</p> <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	<p>Programs, plans and strategies developed by the CAO guide the municipality, as well as influencing the intergovernmental alignment with priorities of the division and executive leadership.</p> <p>Often a precedent does not exist for a complex issue; therefore, the solution/program must be conceptualized, resourced and implemented.</p>
Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>The ability to operate, lead, and make timely decisions in high tempo, stressful situations under tight timelines where the information received is conflicting and advice to local government elected officials requires concise, clear, and rational briefing.</p> <p>Proven ability and experience in leading staffing under stressful conditions with high visibility for influence of local government decision.</p>

			making. Being responsive to numerous seemingly unrelated priorities simultaneously. Knowledge of change management approaches and experience guiding staff through change +
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	Develop and maintain effective and productive relationships within the Ministry, across ministries, with different levels of government and agencies, industry and partners to encourage and support the integration, collaboration and coordination of resources and knowledge relative to local government, emergency preparedness and response, and land use in a interjurisdictional complex system.
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Encourages development and integration of emerging methods: <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	High level of interpersonal skills to gain consensus, facilitate conflict resolution, especially during times of highly visible, time sensitive, and high intensity local government priorities, and emergency events.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature