

Update

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Manager, Finance and Business Services

Current Class

Manager (Zone 2)

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

MAG, ASB/LADM

☐ 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:

Added stakeholder relations

Responsibilities Removed:

Removed admin supervision

Job Purpose and Organizational Context

Why the job exists:

The Manager is responsible for diverse functions that support the overall administration of the branch through coordinating proper management of branch fiscal and physical resources, as well as leading stakeholder engagement work. This position has a high level of accountability to oversee all stakeholder relations, finance (budgeting, reporting, requisitioning etc.), contracting, records management, and administration services for ASB.

The Manager ensures work completed is in accordance with legislation and government policy and direction. The Manager may consult with external and internal stakeholders as required and will represent the branch/division as required at conferences, conventions, committees, and meetings. The Manager also provides advice and assistance to unit management teams and staff (professional assessors) in financial matters, contracting and records management matters.

The Manager identifies, recommends, and implements business process improvements related to finance, contracting, records management, procurement, administration, records management, fleet management, stakeholder relations and related systems, all in a regulated and cost-recovery environment.

Responsibilities

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

- ASB is fiscally well managed in a way that complies with Government of Alberta policies and supports transparency for stakeholders.
 - Responsible for budget, forecasting and reporting on behalf of the Branch.
 - Responsible for calculating, recommending annual mill rate, and issuing the annual Designated Industrial Property Requisition and any related programs, such as the cancellation program.
 - Responsible for the full life cycle of contract management from procurement to contract development to invoicing reporting on all Branch contracts.
 - Communicates internally with leadership and finance and procurement contacts, and externally with stakeholders including municipalities and industry on key financial matters.
- ASB has a strategic approach to communication and stakeholder relations that supports the goals of the Branch and satisfies the needs of key stakeholders.
 - Responsible for the implementation and maintenance of a strategic plan for stakeholder engagement.
 - Responsible for timely and consistent stakeholder communication products, such as regular newsletters, presentations at conferences and council meetings, stakeholder meetings, etc.
 - Branch lead on department and GOA communication materials such as the business plan and annual report.
 - Supports all Branch members in developing messaging and communication materials.
- ASB has a clear records management plan that supports the business functions of the branch and enables ASB staff to work efficiently while meeting the legislated requirements for records management.
 - Responsible for the implementation and ongoing maintenance of a strategic records approach for the branch, including communicating and supporting teams in implementing records system and validating records approach.
 - Supervise the records specialist in digitizing, organizing and ensuring proper retention schedules for Branch records.

- Lead any Branch input on FOIP requests.
- ASB Staff have the physical resources they need to deliver designated industrial property assessments.
 - Responsible for the management of vehicles, office space and equipment for the Branch, including procure vehicles, after-market equipment, and safety equipment as needed to support the work of ASB.
 - Ensure policies, procedures, and safety requirements are implemented, developed, communicated and followed in ASB.
 - Key liaison with GOA and department accommodation and fleet vehicle management staff.
 - Provide leadership, coordination, and support in the development and implementation of the business continuity plan.
- The Finance and Administration Unit is well led and supported with a focus on supporting the work of ASB.
 - Lead a diverse team of professionals with a service-focused approach to supporting the work of ASB and our stakeholders.
 - Support collaboration and team building for the unit and with other units in ASB and Municipal Affairs.
 - Work with staff one-on-one to ensure they are supported and able to develop in their careers.
 - Focus on ongoing improvement through regular review of business processes.

Problem Solving

Typical problems solved:

This role is multi-faceted with the continued coordination, development and implementation of financial requirements, contracting processes, procurement, planning, records management, stakeholder relations, fleet management and process improvements for the Branch. Problem-solving and creative thinking are required in evaluating current processes, raising issues and developing solutions and working with stakeholders with potentially conflicting viewpoints. Complexity is also reflected in the scope of the role requiring knowledge of department programs, financial and program policies, contracting, records management, stakeholder relations, fleet management and system issues.

Typical problems include:

- Approaches to dealing with complex stakeholder situations.
- Understanding and using knowledge of GOA processes and policies to secure needed resources in a timely manner to support the Branch.
- Balancing competing needs of Branch staff to support proper implementation of records, vehicle, and contract policies.
- Recommending strategies for budgeting, forecasting, and how to maintain budget while undertaking a significant scope of work.

Types of guidance available for problem solving:

Guidance is available through GOA policy and procedures for financial management, senior leadership in branch is available for support.

Direct or indirect impacts of decisions:

The Manager identifies business administration process improvements and supports the processes to assist in delivering timely and accurate assessments that form the basis for a significant revenue stream for the province and municipalities. Decisions and recommendations made by the Manager can have direct impact on municipal

and education revenue. The Manager is also responsible for developing, negotiating, and managing approximately 40 contracts between Municipal Affairs and municipalities, contracted assessment companies, IT providers and others. This position also oversees and manages and reports on the retainers for work provided by external legal council. Consequences of action for this position are significant and can impact the organization at all levels. Insufficient attention or inappropriate decision-making would result in negative consequences.

Key Relationships

Major stakeholders and purpose of interactions:

Internal: All ASB staff and leadership, MAG ADMO, Finance division, fleet vehicle management contacts, accommodations contacts, procurement contacts.

External: Municipalities (including tax departments and CAOs), contracted assessment service providers, industrial property owners and agents, supply and maintenance companies.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Business

2nd Major/Minor if applicable

Designation

If other, specify:

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

A valid Alberta Class 5 Driver's licence is required.

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		
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>This position is required to work with a variety of stakeholder internally and externally. Position is service-focused and supports the work of the branch and enables the work of others.</p> <p>As lead on fleet vehicles and finance issues, is responsible for communicating policy and procedures to staff in ASB. For DI requisition, communicates and explains processes to external stakeholders.</p>
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas 	<p>Manages a diverse team and is required to use problem solving skills for a variety of issues. Needs to seek out answers and understand impact on team to solve problems as they arise. Problems may</p>

		<ul style="list-style-type: none"> • Brings the right people together to solve issues • Identifies new solutions for the organization 	involve external or other internal stakeholders and Manager needs to bring right people together to resolve issues
Agility	○ ○ ● ○ ○	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan 	This position is required to work on diverse files and support work across the branch. Working with diverse needs requires the Manager to anticipate challenges and impacts of decisions and understand how to broadly apply policies.
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>This position manages tight timelines for budget and reporting, and managing stakeholder engagements.</p> <p>High standards of excellence are required under tight timelines to ensure accuracy in our financial reporting and requisition and for reputational risks with stakeholders.</p>

Benchmarks

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