

New

Ministry

Municipal Affairs

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Director, Provincial and Federal Programs

Requested Class

Senior Manager (Zone 2)

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

New

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

MAG, GEPT, New Unit

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Executive Director, GEPT

Supervisor's Current Class

Executive Manager 1

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Executive Director of the Grants and Education Property Tax Branch, the Director is responsible for providing leadership, direction, and management to a group of management and professional staff who deliver significant allocation-based grant program funding and manage legacy programs federally funded projects to municipalities.

The position ensures appropriate resources and processes are in place for the effective administration and delivery of complex provincial funding programs to guarantee accountable use of provincial and federal funding and manage program issues. The position manages the Unit to achieve results in an effective and productive manner and to foster a collaborative, nimble, and innovative culture across the department. Recommendations and advice are provided to inform decision-making by executive leaders and government officials. The position must ensure effective, responsive, and accountable programs, contributing to municipal viability and local government accountability.

The purposes of the position are:

1. To lead and provide strategic advice on grant program delivery and processes, policy and initiative development, program reviews, program and policy research, and special issues. This strategic leadership is provided with in the context of a highly sensitive and often politically complex environment. It requires incorporating adherence to government accountability frameworks and policies. The focus is on effective and

responsive programs, contributing to municipal financial viability, and enhancing local government accountability, while incorporating creativity and innovation. Many of the initiatives require significant coordination with senior staff from other ministries in the development, review, and implementation of new or modified initiatives or programs.

2. To lead and advise on grant program and initiative implementation, delivery, processes, and support related systems and accountability functions.
3. To participate and ensure representation on, and contribution to, provincial and cross-ministry committees and federal committees, many focused on municipal financial assistance. Participation includes grant program and initiative development, policy development, program reviews, and provision of information and advice.
4. To ensure the provision of timely and accurate information to support Branch budgeting, forecasting, expenditure monitoring, and contracting. Delegated responsibility to approve grant payments for the Local Government Fiscal Framework (LGFF) Capital, Municipal Sustainability Initiative (MSI), Canada Community-Building Fund (CCBF), Small Communities Fund (SCF), and Investing in Canada Infrastructure Program (ICIP) programs.
5. To work with stakeholders on program development, implementation, and delivery issues, including program reviews and changes.
6. To manage the Unit and provide effective leadership, strategic planning, and support to teams of grant advisors and grant program experts.
7. To act on behalf of the Executive Director when required.

Responsibilities

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

- 1. Grant Program Implementation and Delivery:** Allocation-based funding is effectively delivered to local governments (over \$900 million in 2024) across Alberta to support capital infrastructure needs.
 - Leading teams of professional staff to implement, deliver, and efficiently administer grant programs in alignment with provincial and program policies and guidelines (currently LGFF Capital, MSI, CCBF, SCF and ICIP).
 - Leading the delivery and implementation of new or modified grant programs and application of policies. This includes ensuring program delivery is in accordance with approved criteria, policies, and parameters, ensuring schedules are adhered to, providing appropriate resources to evaluate and administer the application and compliance processes, and supporting financial administrative resources to administer payments. Provide the program delivery perspective on grant IT system development and participate in programmatic evaluations. Identify and implement strategies to streamline and simplify delivery processes and ensure client service targets are met.
 - Resolving complicated program delivery challenges and stakeholder concerns, which can include requests for exemptions from program requirements, or financial mismanagement of grant funding. This includes creating options for consideration, background research, financial investigation, and may also include site visits and meeting local government officials.
 - Leading the administration of the federal programs to ensure alignment with federal requirements as per the federal-provincial bi-lateral agreement. This includes on time submission of regular program reporting to the federal government. Providing support to the CCBF and SCF Executive Director level federal-provincial oversight committee at bi-annual meetings and ad hoc meetings, including determining programmatic updates and items requiring discussion or decisions and participating in meetings.
 - Participating in the review of legislation and regulations affecting grant programs.
- 2. Grant Compliance:** Effective oversight of grant compliance and adherence to government accountability

frameworks and policies.

- Developing new policies, processes and procedures related to compliance with long-term memorandum of agreements and program guidelines and ensure adherence to government accountability framework and policies for grant delivery. Ensure grants comply with Government of Alberta legislation and process requirements.
- Implementing strategies to pro-actively address compliance issues and lead and direct staff to ensure to address issues of non-compliance with defined conditions set for conditional grants within deadlines. Ensure unspent grant allocations are repaid to the department if conditions are not met. Some local governments require significant advisory and liaison activities to ensure compliance with spending time limits.
- Accountability and fiduciary responsibility for grant program expenditures, including providing approval for payments to occur, grant recipient compliance with all defined conditions set for payment of grants within deadlines, execution of long-term memorandum of agreements, and decision-making authority on project cash flow change requests.
- In a timely manner, enabling program audits and responses to the Office of the Auditor General and Finance requests.

3. Integrated Approaches for Grant Initiatives: Strategic perspectives and integrated approaches are supported by internal and external partners and stakeholders.

- Providing strategic leadership, perspectives and integrated approaches on grant program and initiative delivery and implementation, grant processes, systems, and accountability functions to senior leadership, internal ministry staff, and to support cross-ministry and other grant related initiatives.
- Representing the ministry on departmental, interdepartmental, or intergovernmental committees developing proposals for new or modified grant programs or that address matters that affect grant program delivery (i.e., legislation and regulations). This includes developing frameworks for implementing new or revised programs (including program guidelines, application packages, communication packages, and grant agreements) and proposed program schedules and processes.
- Build and sustain strategic relationships by liaising and coordinating extensively within the department, with stakeholders, and other provincial and federal departments, on matters related to grant funding, municipal finance, improvement districts, municipal viability and restructuring, to ensure project commitments and financial reporting is compliant and in alignment with audited financial statements.
- Provide direction for the development, establishment, and implementation of best practices to ensure quality and accuracy of funding recommendations.

4. Corporate Information and Support: Appropriate business plans, operational plans, department briefing documents and financial planning documents, strong financial management.

- Leading program forecasting to track funding commitments annually and provide strategic advice to senior leadership on the program budget given the complexity of multi-year projects and provision of funding over multiple years.
- Working with Communications and Technical and Corporate Services to contribute to and ensure that appropriate grant program information, operational expenditure updates and other financial information are appropriately included in messaging. Identify new activities and initiatives for inclusion in operational plans.
- Working with Finance to ensure that three-year budget documents, and quarterly and long-term forecast documents accurately reflect current and future activity.

5. Advice and Information on Funding Programs and Issues: Timely and quality advice and information.

- Providing strategic advice and support for priority projects and policy within the department and for other

departments, including providing direct support for program administration (e.g., providing grant advisors to assist with project review), new program development, and the establishment of program processes in other departments. Provide quality advice and recommendations to Senior Division Management and internal and external stakeholders.

- Leading and directing staff providing information and advice to senior management, local governments, municipal associations, affected professionals, and where appropriate, to the public regarding municipal financial reports and statistics, funding programs, new initiatives, and funding issues.
- Direct development of and providing direction on the preparation of a significant number of documents and correspondence, including ministerial briefings, review of publicly available program materials and resources, project applications and recommendation documents, presentations, stakeholder correspondence, and various other communication materials in an accurate and timely manner and in compliance with ministerial standards; reviewing and approving documents (e.g., Action Requests) prior to submission to ED's Office.

6. Unit Leadership:

- Leadership, direction and coaching of Unit managers and professional staff, fostering a collaborative culture that is nimble and embraces innovation.
- Oversee the recruitment of resources for the management of the Unit, and responsible for Unit performance, and performance reviews.
- Oversee the establishment and maintenance of the Unit strategic plan and ensure that unit management and team members understand the working priorities of the Unit.
- Provide leadership and direction for recommended changes and enhancements related to changing requirements of Unit grant systems to ensure they will meet the needs of the programs.
- Attend stakeholder conferences, seminars, and meetings as a representative of the ministry as required.

Problem Solving

Typical problems solved:

Address complex municipal project and program compliance challenges related to municipal projects funded with LGFF, CCBF, SCF, or ICIP, which includes working with other areas in the department (Legal Services, Municipal Services Division, Communications), other ministries (Transportation and Economic Corridors, Infrastructure), the municipal associations, and the federal government (Housing, Infrastructure and Communities). For example, Improvement District (ID) No. 9 requested a time extension to use its historic MSI capital allocations as the project was significantly delayed, the funding was not spent within the six years time frame and, according to program requirements, the funds were to be returned to the province. There was additional complexity as Municipal Services Division has some responsibility for the ID, Alberta Infrastructure is responsible for administering capital projects over \$1 million on behalf of the ID, and Parks Canada's involvement with committing additional funding as project costs had increased by over 50 per cent resulting in project changes. Continual project delays and impending repayment of grant funding created political sensitivities. Collaboration with the other areas/ministry resulted in not only a time extension, but the updates to an agreement between the ministries, thus getting the project getting back on track.

Issues often require balancing the accountability needs of the Province, Office of the Auditor General, and the public with the needs of stakeholders. Increased municipal program funding budgets has increased the audit scrutiny on this funding area requiring program delivery to consider appropriate delivery efficiencies and streamlining balanced with appropriate controls and accountability. For example, at one point grant processing times and accuracy of reporting. On time submission of capital program financial reporting was problematic and there were significant issues identified with the accuracy of the information as it was not aligning with municipal audited financial statements. Program and process changes were implemented such that allocations would not be paid until grant reporting was reviewed, in alignment with audited financial statements, and certified. This resulted in significant on time and accurate reporting. Given that Alberta's annual CCBF allocation from the federal government is dependent on submission of program

reporting based the municipally submitted financial reports, it was critical to find resolution to this challenge. The federal government positively commented on the quality of the reporting and reduced amount of outstanding data.

Position has wide scope. Problem solving is complex and requires consideration of several issues broader than the actual programs. For example, the preparation of the new LGFF memorandum of agreement (MOA) for each local government required careful analysis and work with Legal Services. As a legislated program, it was critical that the LGFF Capital MOA aligned with the requirements under the *Local Government Fiscal Framework Act* and the LGFF Operating MOA with the Ministerial Grants Regulation. The approach taken was to not include detailed administrative requirements as these could require future amendments and instead reference program guidelines, which also had to align with the MOAs. Some issues required considerable analysis prior to resolution, such as: enabling the Minister the ability to terminate an agreement that provides legislated annual funding with no end date; and determining and advising the Minister when funding can be withheld to meet the intention of the legislation. The capital MOA was used as a starting point for the development of the new CCBF MOA that was also required in 2024 for the next ten years of the program.

Types of guidance available for problem solving:

Executive Directors in GEPT, TCS, and MSD, program staff, and other areas of the department as well as prior materials such as briefing notes, research papers and correspondence.

Direct or indirect impacts of decisions:

The Director is responsible for participating in the development of and the directly implementing new and modified grant programs to ensure their effective and efficient delivery to local governments and to contribute to the financial sustainability of local governments through the provision of financial support, advice, and services. The Director is responsible for funding programs that impact all Albertans in some way, thorough the service and quality of life that each local government can provide. These programs provide significant capital grants to support predictable, sustainable investments in municipal infrastructure, including infrastructure that supports increased housing supply, and enabling communities to further local, regional, and provincial job creation and economic growth. The risk of poor decisions on grant funding or projects not complying program rules will impact the province's reputation as the programs must be accountable for taxpayer dollars. Poor funding decisions or non adherence to grant requirements will also impact the provincial and departmental relationship with local governments and their municipal associations.

The Director must consider program requirements, municipal need, and the impacts of a compliance decision. For example, a municipality spent grant funds on an approved project but missed the required spending deadline. Technically this would require the return of the funds to the province. The municipality requested that the Minister make an exception to the program requirements. After examining the situation, it was determined that the municipality had not taken appropriate action to follow program requirements despite being advised numerous times that they were at risk of having to pay back a portion of their grant funds. The specific situation, capacity of the municipality, and province's reputation (e.g., small community forced to return grant funds because they paid the contractor in January instead of December), were considered and a recommendation made and accepted by the Minister to make an exception and not require return of the funds. The municipality was advised that program staff would be following up to provide assistance and ensure this situation would not reoccur.

In 2023, worked with Finance and reviewed the existing grant delegations and identified opportunities for changes to streamline grant delivery and align accountabilities across all ministry programs. New delegations were implemented in 2024 and provide greater responsibility and accountability at the ED, Director, and Manager levels that were previously held by more senior leadership or the Minister (e.g., payments, refunds, project amendments, execution of agreements, programmatic documents).

This position also involves the responsibility for representing the ministry on funding program committees across the Government of Alberta and as a representative of Alberta on the CCBF provincial-territorial working group, which provides regular feedback to the federal government on program requirements. The position must keep senior management apprised of funding and program issues as they arise and/or react quickly to direction in response to these issues.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

Professional staff and other colleagues - Daily - Provide timely information, advice, and recommendations on projects, issues, and policies relating to grant programs, program policy, grant legislation and regulations. Represent the division perspective on improvement districts, municipal viability discussions, and financial information reporting delivered in Municipal Services Division.

Legal Services - Weekly or monthly - Legal advice/opinion on conditional grant agreements, legislation and regulations.

Senior Management - As required - Provide timely information and advice on programs, projects, issues, and policies. To provide updates and information regarding progress of initiatives.

Minister and other elected officials - As required - Provide timely information and advice on programs, projects, issues, and policies with options for consideration.

Financial Services - Quarterly - Provide timely information, advice and recommendations on budgets, financial policies, program and policy changes.

Communications - As required - Provide timely information, advice and recommendations on grant funded projects related to special events and project recognition activities.

External

Provincial Departments (primarily Transportation and Economic Corridors, Infrastructure, Treasury Board and Finance, Jobs, Economy and Trade, Tourism and Sport, Seniors, Community and Social Services, Environment and Parks) - As required - Maintain an effective network of contacts to share information and assistance; determine effect of policy changes on other departments. Participate in consultations regarding other departments programs' impacts on local governments, and coordination of program delivery to municipal clients where possible. Participate in the development of cross-ministry program messaging and assist in the delivery of appropriate programs.

Federal Government (Ministry of Housing, Infrastructure and Communities) - Monthly - Provide information, clarification, and required reporting on the programs administered for the federal government. Work with federal partners to resolve funding and grant eligibility issues. Participate as the provincial representative on the CCBF provincial-territorial working group. Participate on and provide support to the federal-provincial Oversight Committee for the CCBF and SCF. Bring issues forward to the department's attention.

Municipal officials - elected or appointed - As required - Clarification, advice and information regarding grant programs, conditions, and processes, and resolve funding and grant eligibility issues that arise at the local level. Consult on grant program development or modification initiatives. Bring issues forward to the department's attention.

Municipal associations - As required - Represent the branch at meetings with municipal associations (AB Municipalities, RMA, ASVA, LGAA, ARMAA). Provide advice and information regarding grant programs, and discuss and obtain feedback on opportunities for program changes, and local government concerns and challenges. Bring funding issues forward to the department's attention.

Auditors - Annually - Provide timely information when requested. Consult and collaborate on proposed modifications program delivery processes.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

This position requires a good knowledge of legislation and regulations, including the Ministerial Grants Regulation and *Government Organization Act* and an understanding of the policies, procedures and program requirements of the grant programs offered by the department. Some knowledge of the *Municipal Government Act*, and/or the impacts of the province's accountability policies and practices on funding programs and grant recipients would be beneficial.

A strong understanding of municipal finances, including revenues, expenditures, debt limits, and revenue generating tools, the importance of asset management and long-term infrastructure planning, regional cooperation and service delivery impacts, and municipal and Metis Settlement operations and administration.

A strong knowledge of analytical procedures, research methodologies, project management, and grant processes. This position makes significant use of coordination, consultation, investigation, presentation, writing and organizational skills, data collection and evaluation.

Strong ability to explain provincial initiatives and consult directly on a person-to-person basis with other government departments, senior provincial and municipal administrators, and elected officials. Strong ability to promote teamwork, collaboration, and partnerships.

Ability to explain complex issues to audiences of varied sophistication. The position is also required to prepare succinct responses taking tone and content into account. The position oversees the preparation of correspondence and briefings for Ministry Executive, Minister, and Government.

Skills Required:

- Supervisory
- Decision-making
- Project and time management
- Organizational and budgeting
- Research, conceptual, analytical
- Verbal and written communication
- Consultation and facilitation
- Interpersonal, mediation and negotiation

Essential Work Experience

- Management and leadership of professional staff
- Program management and delivery and program and policy development
- Review and /or implementation of programs, legislation and regulations
- Liaising with stakeholders
- Liaising with senior management and political representatives

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder 	Uses ministry business plans, studies, infrastructure funded by other ministries, and other information about Alberta municipalities to understand municipal infrastructure need (infrastructure deficit, pressure on infrastructure

		<p>perspectives</p> <ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>due to population growth, capital planning and asset management, capacity of small municipalities) and uses this knowledge to influence the direction of grant programs and responses to funding requests. For example, municipalities often request infrastructure funding from multiple ministries and beyond what is provided under the provincial programs. These requests always require examining feasibility, provincial interest, and taking a coordinated approach with other ministries to determine how the province will respond.</p>
<p>Creative Problem Solving</p>	<p>○ ○ ● ○ ○</p>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>Problem solving includes anticipating and addressing client need in program delivery with the accountability needs of the province; and strategically looking at program objectives and feedback, to respond to requests for program and policy changes. An operational excellence approach was used with all unit staff to examine program compliance and address gaps and challenges. As a result, a simplified and coordinated approach was implemented across all grant programs. The new strategy placed emphasis on understanding the stakeholder and working with them to resolve non-compliance (shared tracking tool, strategic escalation, and proactive notification/communication).</p>

<p>Drive for Results</p>	<p>○ ○ ○ ● ○</p>	<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>Issues identified with municipal reporting on infrastructure projects as the expenditures on project reports were not matching audited municipal financial information returns collected by another division. While it was possible to work with the reports, grant funding was not clearly identified as deferred revenue and program funding was typically consolidated. Removed the barrier by collaborating with another division, and creating a new financial schedule that requires the collection of grant information. As a result, grant revenues are clearly presented, the ability to check alignment with project reporting is significantly streamlined, and errors reduced.</p>
<p>Build Collaborative Environments</p>	<p>○ ○ ● ○ ○</p>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <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>Collaboration is critical in the development of new grant programs as it requires program policy development, delivery, and IT system expertise. For example, the development and implementation of the LGFF required multiple teams of experts to collaborate to ensure that new program requirements, such as outcome measures, could be implemented by the delivery team. At the same time, an online system was being built, and long-term funding agreements created. A collaborative committee engaged with experts and stakeholders taking an iterative approach to ensure policy</p>

			<p>expectations aligned with delivery and IT abilities. Expertise was accessed as needed on systems, performance measures, and payments. Regular meetings kept the 18-month project on track to meet program launch timelines.</p>
<p>Agility</p>	<p>○ ○ ● ○ ○</p>	<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 	<p>An operational excellence approach was used with all unit staff to examine program compliance and address gaps and challenges. As a result, a simplified and coordinated approach was implemented across all grant programs. While the new strategy placed emphasis on understanding the stakeholder and working with them to resolve non-compliance, the path to the solution was challenging and required continual refocusing on the ultimate goal of working with stakeholders to correct compliance. Initially different solutions were identified by program staff as many did not want significant processes changes to occur and were opposed. Feedback was considered and staff were empowered to develop options that would incorporate all the feedback gathered. The positive impact of making more significant changes was communicated. A compliance approach was developed with the team and implemented. Follow-up during the transitional period occurred and data collected to show the</p>

			positive outcomes of changes.
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Benchmarks

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

Director, Operating Programs and Special Initiatives
 Director, Tax Programs and Assessment Audit

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