



## ***MUNICIPAL POLICY HANDBOOK***

**CODE NUMBER: 1020**

**CATEGORY: Management & Organizational Functions**

### **ROLE DESCRIPTION - DIRECTOR OF CORPORATE SERVICES**

Under the administrative direction of the County Manager and the County Council, the Director of Corporate Services is responsible for the business affairs of the County. The Director of Corporate Services shall provide leadership in financial and business affairs and in the public interest, as well as in the provision of adequate services for the residents of the County of Athabasca, within the limits of available financial resources.

#### **Responsibilities:**

1. As Comptroller for the County, the Director of Corporate Services is responsible and accountable for the receipt of all revenue, the authorization of all expenditures within the policies of the County Council and the requirements of current legislation or as directed by the County Manager.
2. The Director of Corporate Services shall develop and maintain an accounting system that meets the requirements of legislation, County Council policies, the County's auditor and inform the County Council of the County Council's financial position through the presentation of analyzed monthly financial reports.
3. The Director of Corporate Services shall maintain a purchasing system that ensures the effective delivery of goods and services and the efficient use of public funds.
4. The Director of Corporate Services shall be responsible to ensure that all possible sources of revenue such as grants, taxes, fees for services, rental charges, sale of goods and other levies accrue to the County Council for use in the delivery of appropriate services by the County Council.
5. The Director of Corporate Services shall maintain adequate insurance coverage on all insurable assets, arrange for the bonding of employees holding positions of trust and place adequate liability insurance to safeguard the County Council.
6. In the case of Director of Corporate Services absence, the County Manager shall be responsible for all of duties and responsibilities of the Director of Corporate Services.
7. The Director of Corporate Services is responsible for assisting the County Manager as required in areas of short and long range planning as it pertains to facilities, equipment, property and financial resources.
8. The Director of Corporate Services shall be responsible for the analysis and preparation of annual budgets in consultation with the County Manager, within County Council guidelines.
9. The Director of Corporate Services shall review and approve all grant applications and claims to ensure that all costs are considered and recovered.
10. The Director of Corporate Services shall review and supervise accounting, personnel, procedures and policies to ensure accuracy, completeness and timeliness of financial management.
11. The Director of Corporate Services shall review and supervise other Central Office personnel not assigned to another manager.

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Effective

Policy Date: 89/05/05

Reference: P# 8697, 01/08/14

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## MUNICIPAL POLICY MANUAL

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Code Number: 1020

Category: Management &  
Organizational Functions

Page: 2

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### **Role Description – Director of Corporate Services (continued. . .)**

12. The Director of Corporate Services is responsible for planning and reviewing of the development and implementation of computerized accounting systems and programs.
13. The Director of Corporate Services shall be responsible for administration of legislative requirements for short-term debenture borrowing and Local Authorities Board related duties.
14. The Director of Corporate Services shall be responsible for administration of all benefit programs and personnel policies.
15. The Director of Corporate Services shall fulfill the duties of the Secretary to the Subdivision and Development Appeal Board and shall assist the County Library Board in its operations and finances.
16. The Director of Corporate Services shall be responsible for other duties assigned from time to time by the County Manager.

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