Within the terms of the Municipal Government Act and under the general and policy director of Council, the County Administrator is responsible for providing recommendations and advice as well as administration of the organization.

**Human Resources**
Develops and delivers human resource programs in support of the County’s strategic plan.

**Communications**
Provides communications expertise and issues management support in the development and delivery of communications plans and programs.

**Director of Public Works**
Is responsible for the management of the Public Works Division of the organization. The Division consists of road maintenance and construction, utilities, waste management and fleet maintenance.

**Director of Planning & Development Services**
Is responsible for the management of Planning and Development Division’s programs and activities including Safety Codes and Economic Development.

**Director of Community Services**
Is responsible for the management of the Community Services Division of the organization which includes Agriculture Services, FCSS, Parks & Recreation, Regional Enforcement Services and Regional Fire Services.

**Director of Corporate Services**
Is responsible for the management of the Corporate Services Division of the organization which includes Assessment, Finance, Insurance/Risk, Legislative Services, Procurement and Systems.
Chart 2  Public Works Division

Director of Public Works

Construction Manager
Is responsible for the management and administration of all engineering and contract construction. This encompasses the design and construction activities required for the development or improvement of roadways, bridges, water/drainage, and municipal utilities.

Environment Manager
Is responsible for the management of the regional landfill and all County landfills and transfer stations, including maintenance and adherence to regulations. Also manages operations related to water supply, wastewater and resource-related activities/permitting.

Operations Manager
Is responsible for the management of the day to day activities of the Public Works operational unit which includes the supervision of the Area Foremen, Heavy Duty Shop Manager, Special Projects Manager, and the Technical Projects Coordinator.

Office Manager
Is responsible to assist the Director of Public Works and other staff in all aspects of the Public Works Division including coordinating and supervising the work of the administrative support.

Area Foreman (3)
Is responsible for overseeing all aspects of road construction and maintenance; arranging for and overseeing installation of culverts and driveway accesses; supervising staff and contractors; assisting with acquisition of required maintenance and repair materials; ensuring that OH&S standards are met at worksites; carrying out regular and periodic inspections of roads, ditches, culverts.

Heavy Duty Shop Manager
Is responsible for the management of the heavy duty shop and fleet maintenance operations related to County owned vehicles and equipment. The position is responsible for the effective utilization of resources including the staff under the Shop Managers supervision.

Technical Projects Coordinator
Is responsible to coordinate and implement special projects for the Public Works Division and participates on cross-departmental committees and is tasked with implementing new initiatives within Public Works, primarily technological in nature.

Special Projects Coordinator
Is responsible for building construction and maintenance, bridge repair and replacement, construction of water and wastewater projects and other Public Works projects as required.
Chart 3 Planning and Development Services Division

Director of Planning & Development Services

- **Economic Development Manager**
  
  Is responsible to attract, expand and retain economic development and interest in the County by creating a vision for economic growth in the region and implementing policies, programs, and actions that will achieve the vision.

- **Safety Codes Manager**
  
  Is responsible to manage the Safety Codes Officers and administer the Safety Codes Act and all Regulations pursuant to the Act including the Current Alberta Building Code, Canadian Electrical Code, Canadian Gas Code and Canadian Plumbing Code as directed by the Bylaws, including the Land Use Bylaw of the County of Grande Prairie No. 1, and the Quality Management Plans of the jurisdiction.

- **Senior Planner**
  
  Is responsible for the management of professional planning staff and activities involving municipal planning, special projects and long and short range planning including residential, commercial and industrial development plans and Municipal Development Plans.

- **Planning Officer: Supervisory**
  
  Is responsible to assist the Director of Planning & Development Services and other staff in all aspects of the Planning & Development Services Division including coordinating and supervising the work of the Planning Clerks.
Agricultural Fieldman
Is responsible to manage Agriculture Department activities as legislated under the Weed Control Act, the Agricultural Pests Act, the Soil Conservation Act and the Livestock Diseases Act. Supporting the Agricultural Service Board supervises, coordinates and promotes all agricultural programs, reviews policies, processes, systems, and procedures and makes improvements as required.

Enforcement Services Manager
Is responsible to manage the activities of the Enforcement Department including Peace Officers who enforce the Traffic Act on municipal roads, Bylaw Enforcement Officers who enforce bylaws and animal control issues as well as contracts with other municipalities to provide enforcement services.

Fire Chief
Is responsible to manage the activities of the Regional Fire Service Department, both urban and rural, including Full-time, Paid on Call and Rural Volunteer Firefighters as well as the fire prevention function by organizing and directing the fire unit to minimize the loss of life, injury or property.

FCSS Manager
Is responsible and accountable for the identification of social service needs within the County, and to develop and implement effective programs designed to enhance the quality of life and respond to the human needs of our residents, with programs based on needs identified by the community.

Parks & Recreation Manager
Is responsible for the planning and implementation of recreation programs and the operations of County recreation facilities and parks through management of administrative support, parks and campgrounds, green spaces maintenance, facilities maintenance, as well as recreation and culture.

Director of Community Services
Chart 5 Corporate Services Division

Director of Corporate Services

Chief Assessor
Is responsible to manage Assessment Department activities including the preparing of annual assessments for all property within the County of Grande Prairie and other municipalities who contract this service as legislated by the Municipal Government Act, Regulations and Ministerial Guidelines

Financial Services Manager
Is responsible to manage all activities of the Financial Services Department, interpreting operating results as they affect financial position, providing timely and accurate financial information, information and recommendations to the County Administrator and Council on issues and long range planning in the area of responsibility.

Legislative Services Manager
Is responsible to manage the Legislative Services Department, providing a secretariat function for Council, Committees and Boards, recording and drafting by-laws, conducting census, acts as the County's Returning Officer for municipal elections and oversees records management and FOIP functions.

Information Systems Manager
Is responsible to manage the Systems Department including the County's computing systems, resources, corporate data and GIS, acting as a technology business partner the Manager provides the insight and expertise to support the organization in achieving its core strategies through technology

Procurement Specialist
Is responsible to coordinate, support and facilitate procurement activities, including legal aspects of competitive bidding and related contract review and processes for all departments.

Insurance / Risk Management Coordinator
Is responsible for insurance coverage and claims, developing, implementing and monitoring risk and insurance management strategies, procedures and training for the organization.

Facilities Specialist
Is responsible for building construction, maintenance and facility administration for all County buildings.

Assistant Chief Assessor
Is responsible to assist the Chief Assessor in all aspects of the Assessment Department including preparing assessments in assigned areas and management of Assessor I level staff.

Accounting Manager
Is responsible to manage accounting staff in day to day activities and the areas of budgeting, banking, investments, property tax notices and collection, project costing, AP/AR, payroll, utilities, cash receipting, and data entry.

Financial Analyst
Is responsible for financial analysis, advising on various financial planning functions including capital budget process, reporting, strategic and business planning, purchasing and tendering, performance measurement, forecasting, reserves, capital asset and debt management.

County of Grande Prairie | Organizational Structure and Charts | October 2014