



Career Opportunity:

Director of Corporate Services

The Town of Wolfville is looking for a Director of Corporate Services!

The position reports to the Chief Administrative Officer (CAO) and will be a leader in the Town's financial, operational and capital planning. This isn't just any director role – this is an opportunity to make meaningful contributions with one of Nova Scotia's most vibrant Towns!

The Director oversees the Town's \$16.4 annual operating budget, \$44M five-year capital investment plan, and \$1.6M annual water utility budget. They will enjoy managing a small department of professionals, while working alongside the CAO and senior leadership team, to ensure a smooth municipal budget cycle, all while continuously providing targeted advice to Town Council.

This role is critical to Wolfville's success, and we are looking for a leader with character and experience to join our team. A true problem-solver, you have the creative capacity to manage a long list of wants and needs. As a team-leader, you work with those around you to provide first-class service to the Town and its residents. As a seasoned professional, you calmly breathe through unanticipated demands that are guaranteed to pop-up.

As an engaging facilitator, you will share your passion for numbers with those who typically hide from Excel. Because managing finances and organizational expectations can be stressful, you know how to prioritize and possess a natural sense of humour.

The position will work with staff across the organization, Council, and the public. Excellent administrative skills, oral and written communication skills, are essential for this role, along with a strong technical and project management abilities and a commitment to public service. Experience juggling multiple projects is essential – tell us about your 'juggling' experience in your cover letter!

If you have the experience, skills and attributes described and want to do meaningful work with a fun and engaging team, this might be the opportunity for you.

Resume with a cover letter will be accepted until the position is filled – so get your application in soon! Applications can be submitted by mail or by email to LYaroshevsk@wolfville.ca with **Director of Corporate Services Application** in the subject line.

A full job description is available here: <https://wolfville.ca/town-hall/employment-opportunities>.

All applicants are thanked for their interest, however, only those who are selected for an interview will be contacted.

The Town of Wolfville is committed to providing a healthy, safe and supportive workplace where diversity is valued and where everyone is treated with respect and dignity.

The Town of Wolfville welcomes and encourages applications from Black, racialized and Indigenous Peoples, 2SLGBTQ+, newcomers to Canada, and People with Disabilities.

If you are a member of a group that has been historically excluded from opportunities, we encourage you to self-identify in your cover letter or resume and to share your pronouns.

If you require any accommodation to support submitting your application or navigating the process, or if you would like to start a conversation about other employment opportunities, please reach out to the Manager of Communications & Strategic Initiatives, bshaw@wolfville.ca

For more information on the Town of Wolfville visit our website at www.wolfville.ca.