



**Employment Opportunity**  
**Director of Municipal Services**

**The Municipality is seeking an individual for the position of Director of Municipal Services**

The Director of Municipal Services is a member of the management team and reports directly to the CAO. The core duties and responsibilities of the position are:

- Oversee the following departments, staff, and committees: Building Department; Public Works; Emergency Dispatch; Airport Operations; Dog Control Officer; Renewable Energy Coordinator; Trails Coordinator; Fire Services Coordinator; Planning Advisory Committee; Industrial Commission
- Regularly evaluate to ensure services are provided in an efficient and effective way including analyzing and recommending: alternate service delivery methods, legislative requirements and policy options
- Provide leadership and direction in the development of short and long terms plans dealing with service issues and implementation strategies
- Develop, manage and maintain contracts for the provision of services from external providers including: solid waste collection, snow and ice removal, and janitorial services
- Attend Council and other committee meetings as required by the CAO
- Responsible for asset management and the procurement and tendering of goods and services

The ideal applicant will have at least five years of management experience. Experience in municipal government would be considered an asset. The ideal applicant will have post-secondary education in local government, public administration, business administration, finance, or equivalent combination of certifications and experience in fields related to the position.

Applicants must show the ability to be organized, work independently, long-term plan, supervise numerous employees and departments, have strong written and communication skills, possess excellent interpersonal skills, and the ability to review and understand legislation and policies.

Salary scale: \$73,084 - \$93,791 (Benefits include Medical and Defined Benefit Pension Plan)

A description of the position can be obtained at the Digby Municipal Office at 12548 Highway 217.

This position is full time. The hours are 8:00 a.m. to 5:00 p.m. four days each week. The Municipality of Digby operates under a Four Day Work Week Schedule.

**Applications are due no later than 12:00 Noon on April 1, 2025. Applications with cover letter and resume should be made to the attention of Tyler Pulley, CAO, and be submitted by email to [tpulley@digbymun.ca](mailto:tpulley@digbymun.ca), or at the Municipal Office located at 12548 Highway 217, Digby, N.S.**

We thank all applicants for their interest but only those selected for an interview will be contacted.