

SEARCH PROFILE



CHIEF ADMINISTRATIVE OFFICER

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THE TOWN OF DRAYTON VALLEY

Drayton Valley is a vibrant and diverse community of 7,200 sitting high above the North Saskatchewan River, where the open plains of the prairie rise toward the rolling foothills of the Rocky Mountains and the boreal forest of the Canadian West. Drayton Valley embraces the best of the modern world while still having a taste of Alberta's Frontier Spirit. This is a place where neighbours become friends and where friends unite to build a community in which they can all share. Drayton Valley is proud of its past and excited about the potential of its future.

This is an exciting time for the Town of Drayton Valley. The municipality has put an aggressive focus on diversifying the local economy to ensure the long-term sustainability and environmental stewardship of the area. As part of that process the Town has worked to build awareness of Drayton Valley's role as a hub for sustainable thinking, innovation and progressive development on the provincial, national and international stage.

To meet the needs of the community, the Town of Drayton Valley employs staff with diverse knowledge, skills and abilities in a number of career fields. Drayton Valley strives to offer a progressive workplace with opportunities to grow and develop their employees through ongoing education and training, while also supporting work-life balance for employees and their families.

The Town of Drayton Valley is located 90 minutes southwest of Edmonton, Alberta, three hours northwest of Calgary and 70 minutes from the Edmonton International Airport. Oil and gas is the primary driver of Drayton Valley's economy, but agriculture and forestry also play important roles. As the centre for a trading area of around 30,000 people, Drayton Valley offers many of the services and amenities usually found in larger communities.

For further information about The Town of Drayton Valley, please visit their website at www.draytonvalley.ca.

CHIEF ADMINISTRATIVE OFFICER

Reports to:	Town Council
Direct Reports:	Director of Corporate Services; Director of Community Services; Director of Emergency Services; Director of Planning & Development and Infrastructure; Legislative Services Coordinator; Assistant Town Manager; Executive Assistant
Coordination:	Chief Operating Officer, Clean Energy Technology Centre
Indirect Reports:	145 union and non-union staff
Location:	Drayton Valley, Alberta

The Chief Administrative Officer (CAO) is the senior officer and administrative head of the Town of Drayton Valley, as defined by the Municipal Governance Act (MGA). In that capacity, and subject to the express directions and decisions of the Town Council, the CAO may act for, on behalf of and in the name of the Town. Accountable to Council, the CAO leads and manages the overall business to ensure strategic and business plans are effectively implemented, the results monitored and reported to Council, and the financial and operational objectives are attained. The CAO performs these duties in accordance with all applicable bylaws of the Municipality.

KEY ACCOUNTABILITIES

The position will include the following responsibilities:

Council Relations

- Accountable to the Town of Drayton Valley Council for the overall management of the Town's operations
- As per the MGA, the CAO is responsible for advising and informing Council on the operation and affairs of the municipality
- Effectively communicates with the Mayor, Council and Committees to ensure information and updates on key initiatives are provided such that the Council is up-to-date and supported to make good decisions
- Maintains a close liaison with the Mayor
- Acts as the principal advisor to the Council and is accountable for the assigned staff liaising with Committees of the Municipality
- Reviews and updates governance policies with Council, and enables the Council members to be educated and trained in their roles and responsibilities
- Engages with Council annually in strategic, business, and budget planning
- Keeps Council fully informed of all significant Council and management operational, financial and advocacy matters and risks relevant to the Municipality
- Provides Council opportunities to interact with the Municipality's senior executive management, both during and outside Council and Committee meetings
- Accountable to ensure the Municipality records, notes, and minutes are recorded, maintained and distributed as necessary
- Prepares bylaws that are approved by Council and ensures these bylaws are enforced

Strategic Planning and Execution

- Supports Council in the development, maintenance and implementation of a strategic plan for the Municipality
- Ensures the strategic plan is properly resourced and executed within set timelines
- Presents business plans and annual budgets for review and adoption by Council
- Ensures initiatives are developed and implemented to accomplish strategic objectives

Municipality Performance and Risk

- Accountable to ensure ongoing day-to-day business operations are resourced appropriately, are executed to plan, and are completed within time budget constraints
- Using administrative reports and other information, makes decisions for improved efficacy of functions and activities of Municipality
- Ensures that Council resolutions, policies and programs adopted Council are implemented and managed
- Ensures that the Municipality undertakes research and development activities to explore innovative improvements and new services to meet Town challenges

Municipality Leadership

- Models the desired culture and values of the Municipality through daily actions and behaviors
- Enables, empowers, and holds direct reports accountable to effectively perform their jobs
- Directs the management and staff of the Town and manages the day-to-day business affairs of the Town of Drayton Valley
- Completes annual performance reviews and supports the opportunities for improvement of all direct reports
- Balances providing leadership and direction with empowerment to ensure an engaged and dedicated team Municipality-wide
- Supports internal staff development and ensures professional development practices and plans are in place and executed
- Ensures the Municipality is prepared for succession at all levels
- Ensures staff maintain a positive, customer solution-based / customer service focus with the community
- Approves the establishment of compensation levels for all staff within budgets and within the salary scales approved by Council
- Hires and terminates all staff within the policies and procedures of the Municipality

External Stakeholder Relations

- Develops and maintains credible and authentic relationships with external stakeholder groups including community leaders, citizens and businesses
- Ensures the stakeholder community is engaged by the Municipality in two-way communication by both providing information (e.g. reports, notices) and collecting information and feedback (e.g. surveys, community meetings)
- Maintains awareness of provincial political environment and incorporates knowledge into budget and ongoing operations as appropriate for the Municipality
- Represents Drayton Valley positively as an ambassador for the Municipality at meetings with the County, other municipalities, business partners, and community stakeholders in Drayton Valley area
- Ensures that the Town communicates and promotes service offerings to existing and potential clients within its target market

OPPORTUNITIES AND CHALLENGES

- Drayton valley is a forward-thinking and progressive Town with diverse and exciting opportunities including the Clean Energy Technology Centre and BioMile initiative
- The Mayor and Council of Drayton valley are open-minded, innovative and welcoming to constructive change and development
- Developing and strengthening the working relationship with key municipalities and other levels of government
- Accessing appropriate provincial and federal resources to strengthen municipal infrastructure and complete capital projects
- Drayton Valley retains a strong presence from commodity-based industries such as oil & gas and forestry, along with a burgeoning clean technology and biotech presence

FIRST YEAR DELIVERABLES / MEASURES OF SUCCESS

Success in the first year will be determined by the CAO's ability to:

- Engage and build an atmosphere of trust and communication with Mayor, Council and Municipal Administration
- Continue to build and strengthen the administrative team
- Establish a robust internal and external communications strategy
- Develop a cooperative relationship with neighbouring stakeholders with respect to capital projects and other initiatives
- Advance current economic development and other Town initiatives

CANDIDATE PROFILE

The successful candidate will have the following:

EDUCATION:

Required:

- Bachelor's Degree

Preferred:

- Public Administration or Business Administration
- Certified Local Government Managers (CLGM) Designation

EXPERIENCE:

- Demonstrated experience in a leadership role for Municipality of comparable complexity and diversity;
- Experience in operating in a government environment;
- Experience working with a council or board of directors;
- Experience or ability to read and interpret legislation;
- Executive leadership with a proven track record of performance;
- Knowledge of principles, methods and practices of business operations and development;
- Familiarity with the Municipal Governance Act;
- Track record of supporting and developing an environment of learning and growth (i.e. coaching, mentoring, developing and supporting employees);
- Demonstrated experience building and maintaining relationships with external stakeholders, and;
- Demonstrated professional credibility.

COMPETENCIES & ATTRIBUTES:

- Ability to prioritize issues and execute
 - *Acts decisively to drive outcomes*
 - *Forms views and prioritizes actions based on available data, facts and circumstances*
 - *Balances short-term goals with long term objectives*
- Outstanding communication skills
 - *Communicates effectively in multiple media*

- *Communicates appropriately with diverse audiences and stakeholder groups*
- Motivational leadership
 - *Provides others with the opportunity and support to develop skills and capabilities*
 - *Manages talent effectively to achieve results*
 - *Builds committed and collaborative teams; applies a cooperative approach to working with others*
 - *Shares workload and rewards willingly with others*
- Committed to personal accountability and transparency
 - *Open and honest in dealing with others*
 - *Candid, sincere and ethical*
 - *Takes personal accountability for driving and delivering results and achieving outcomes*
- Manages conflicting and competing priorities
 - *Politically Astute*
 - *Tactful and respectful of others opinions and needs in seeking solutions*
 - *Can be discreet and sensitive in dealing with others, taking into account differences in culture and personal authority*
- Builds strong partnerships internally and externally
 - *Understands and utilizes the power of developing and maintaining a network of relationships to achieve goals*
 - *Contributes and shares information for mutual and long term gain*
- Demonstrated ability to think strategically while also understanding the details
 - *Identifies and researches options before making a decision*
 - *Sees potential future states and takes “big picture” issues into account*
- Develops innovative ideas and embraces change to enhance results
 - *Focuses on and anticipates customer or citizen needs and is responsive to issues*
 - *Constantly seeks to achieve best practice*
 - *Committed to on-going professional development*
- Passionate about the value of small-town Alberta within the provincial framework

THE COMPENSATION

An excellent compensation package awaits the successful candidate.

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