

| <b>EMPLOYMENT OPPORTUNITY</b> |   |                     |                   |
|-------------------------------|---|---------------------|-------------------|
| <b>Position Title</b>         | CHIEF ADMINISTRATIVE OFFICER  |                     |                   |
| <b>Department</b>             | ADMINISTRATION  | <b>Reporting To</b> | MAYOR AND COUNCIL |
| <b>Level / Grade</b>          | <input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary<br><input type="checkbox"/> Contract <input type="checkbox"/> Casual | <b>Closing Date</b> | May 7, 2018       |

### Position Summary

The Town of Drayton Valley is a forward-thinking, engaged community focused on social development and maintaining a family-friendly atmosphere. The Town of Drayton Valley strives to keep our community connected and informed.

Town of Drayton Valley Council is currently seeking a dynamic, experienced leader to fulfill the position of Chief Administrative Officer (CAO). Taking direction from Town Council, the CAO is responsible for leading, planning and managing operations and programs for the municipality. The successful candidate will employ proven leadership abilities, strategic and creative thinking, and excellent communication and interpersonal skills to ensure the continuous development and forward movement of new and existing municipal services. The CAO will be capable of creating an effective organizational structure which excels at providing efficient customer service, promotes teamwork, quality and cost-effective municipal services and adaptability for future change.

### Primary Responsibilities

Under the direction of Council, the CAO is responsible for the following:

- Directs the overall planning, coordination and control of all municipal operations in accordance with the objectives, policies and plans of the Town
- Monitors compliance with all applicable statutory enactments
- Recommends objectives, programs and policies to Council, and then is responsible for implementation and direction
- Responsible for directing and managing all of the personnel and employees of the Town, including the establishment of the structure and organization of the management, personnel and administration of the Town
- Monitors and ensures adherence to town policies, rules, procedures, programs and guidelines through effective communication
- Responsible for the overall health and safety program of the Town
- Directs the development of policies and procedures related to budget expenditures and

financial controls including preparation and submission of capital and operating budgets to Council for approval

- Directs the execution of all documents, agreements and contracts
- Authorizes the payment of accounts within established guidelines of the Town
- Coordinates the prompt and proper handling of all requests, inquiries and complaints by the public
- Attends all regular meetings of Council on relevant matters
- Acts as the liaison with representatives externally, such as boards, commissions, agents, consultants and others, and advises Council and committees as requested
- Keeps informed about governmental and community affairs and advises Council and personnel of significant trends
- May take whatever actions or measures which are necessary to respond to an emergency or disaster within the guidelines set out in the Town's Emergency Response Plan
- Performs other duties as assigned by Council

### **Decision Making Role**

Works independently on a wide variety of administrative and planning activities under general guidance of the Mayor and Town Council. Must show very considerable original and independent thinking in developing organizational objectives and broad policies.

### **Major Inter-Personal Contacts**

Contacts vital to the viability of the organization. Interacts with elected officials, staff, representatives of other agencies, community members, and others outside of the organization involving sensitive negotiations or requiring representation of the organization at large in public. Requires a high degree of diplomacy.

### **Supervision**

Responsible for staffing and manpower for organization as a whole.

### **Qualifications**

- Post-secondary degree, preferably in business, economics, engineering or public administration is preferred
- Must have, or be willing to obtain, the National Advanced Certificate in Local Authority Administration (NACLAA) or comparable certification
- Membership or eligibility for membership in the Society of Local Government Managers is required
- Employs proven leadership and mentorship practices and principles
- Solid interpersonal and customer service skills with a positive and approachable attitude

- Excellent verbal and written communication skills
- Highly organized with a strong ability to meet tight deadlines and multi-task and manage priorities
- Ability to work both independently and collaboratively as a part of a multi-disciplinary team
- Maintains a high level of accountability
- Capable of setting own goals, and remain up-to-date on developments and changes within the Municipal Government sector
- Valid Class 5 Driver's License and clean Driver's Abstract
- Clear Criminal Record and Vulnerable Sector Check

### Experience

- 10-15 years of progressive management experience, in either the public or private sector, with a minimum of 5 years at a senior leadership level
- Management experience within a municipal setting working with elected officials is an asset
- Experience in strategic planning, policy development, financial acumen and resource management is required

### Other Considerations

Applicants selected for an interview will need to prepare a 30, 60 and 90 day plan for this role to discuss during the interview process.

### Additional Information

Please submit a cover letter outlining your skills and experience along with your resume in confidence to:

Human Resources  
Town of Drayton Valley  
Box 6837  
Drayton Valley, AB, T7A 1A1  
Fax: (780)542-5753  
Email: [personnel@draytonvalley.ca](mailto:personnel@draytonvalley.ca)

**Deadline to apply is no later than Monday, May 7, 2018.**

*We thank all applicants for their interest. However, only those selected for an interview will be contacted. All information collected for the above offer of employment is done under the provision of the Freedom of Information and the Protection of Privacy legislation and will be used only for the evaluation of candidates.*