

EMPLOYMENT OPPORTUNITY

Position Title	CHIEF OPERATING OFFICER		
Department	CLEAN ENERGY TECHNOLOGY CENTRE	Reporting To	CETC OPERATING BOARD
Level / Grade	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Casual	Closing Date	JUNE 25, 2018

Position Summary

The Town of Drayton Valley is a forward-thinking community that prides itself on its entrepreneurial spirit and focus on creating a sustainable community. While Drayton Valley has built its success on the forestry and oil and gas sectors, we are also home to the Bio-Mile; a parcel of land that has, and will continue to be, used for the growth and development of sustainable projects relating to the bio-industry. Drayton Valley's commitment to economic development in renewable industries is second to none and has been realized in part with the building of our Clean Energy Technology Center, CETC.

The CETC, is a solution-based institution that is founded on education and industry partnerships. As an economic hub for Drayton Valley, the Centre strives to spur innovation and environmentally sustainable initiatives that will benefit Alberta diversification and add strategic value back to the community.

The Center was built with the above vision in mind; It is also home to Norquest College, the Drayton Valley Chamber of Commerce, and the Drayton Valley Hospitality and Tourism Association, which are all working to bring education and economic development to our region. The Clean Energy Technology Center will be the economic driver for the Town of Drayton Valley and will provide an unprecedented opportunity to the individual who is best qualified to move the Centre forward. The incumbent will lead the external relations initiatives and ongoing development of relations with industry, donors and alumni, to meet private and public sector applied education needs in a competitive global marketplace.

The Chief Operating Officer (COO) reports to the CETC Operating Board, directing the overall planning, coordination and control of all CETC operations. This position will facilitate, encourage and lead the Centre in the establishment of a knowledge-based industry inclusive of the bio and conventional sectors. This will occur through the provision of training and developing resources in business incubation and entrepreneurship, and applied research and workforce training.

Primary Responsibilities

The COO responsibilities include, but are not limited to:

- Within the scope of budget, and under general guidance the COO is responsible for a number of administrative items within the CETC:
 - Development of administrative policies and procedures;
 - Attract, recruit, retain and manage facility staff as required;
 - Develop, monitor and manage a capital and operating budget for the Centre, requiring approval by CETC Operating Board and Council;
 - Authorizing payment of accounts within established guidelines and budget as determined by Town Council;
 - Respond to questions and concerns from public, clients and stakeholders promptly and effectively;
 - Attend meetings of Council and CETC Operating Board as required, and other meetings as requested;
 - Maintain an active line of communication with the CETC Operating Board, ensuring proper flow of important information; and
 - Responsible for overall safety and emergency response policies, procedures and practices within the facility
- Initiate and promote activities related to organization, training, support, development and education for the purposes of economic development and attraction of bio-industries and other industries to locate in the community;
- Develop, construct, acquire, operate, administer, manage and maintain such land, utilities, or additional buildings and improvements to effectively serve the purposes of the Clean Energy Technology Centre and the clients of the Centre, including the management of the Town of Drayton Valley Bio-Mile;
- Research and provide recommendations to Council and CETC Operating Board on available opportunities for fundraising and revenue generation for CETC initiatives and advancement of community sustainability;
- Encourage the development and enhancement of the hospitality industry in the community;
- Manage and advance alumni relations with post-secondary institutions and the community

- Create marketing strategies, campaigns, business start-up coaching products and corporate training initiatives;
- Focus on areas of youth entrepreneurship, startups, micro businesses, business incubation, mentorship, and networking;
- Develop communications and impact strategies to engage stakeholders - internal and external (government agencies: Provincial, Federal and International); and
- Other duties as assigned by the CETC Operating Board and/or Council

Decision Making Role

Works independently on a wide variety of economic development activities under general guidance of the CETC Management Board. Must show very considerable original and independent thinking in developing organizational objectives and broad policies.

Supervision

Position is responsible for the selection, coordination of work, and management of CETC facility staff.

Qualifications

- Post-secondary degree in Business or Economics
- Employs proven leadership and mentorship practices and principles
- Exemplary interpersonal and customer service skills with a positive and approachable attitude
- Excellent verbal and written communication skills and strategies
- 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 and confidentiality
- Capable of setting and achieving own goals
- Be knowledgeable in start-up businesses and entrepreneurial characteristics and drivers for success
- Have experience in writing provincial and federal government grants
- Have a strong understanding of Alberta's post-secondary education system

- Have a proven passion for community and relationship building
- Socially and politically astute, energetic and comfortable developing consensus across diverse communities
- Be able to drive data and create actionable measures
- 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 economic development is essential
- Experience in strategic planning, policy development, financial acumen and resource management is required
- Possess experience establishing and growing a business
- Demonstrated success in strategically advancing an organization's external relations efforts specifically in the areas of fund development and alumni relations, communications, marketing and brand.

Other Considerations

In addition to a cover letter and resume, a successful candidate will also include documentation outlining the following:

- Knowledge of the Drayton Valley area, economic drivers, strengths, weaknesses and opportunities, both past and present.
- Applicants should provide a detailed vision and their plan for attaining their vision for the development and advancement of the CETC including proposed timeline(s), methodology, consultation and reporting processes, and concepts for economic and business development for the Centre and region.
- Include related experience that exhibits your ability to provide diversification and innovation within projects, outlining clients and solutions.

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

Deadline to apply is no later than 4:30p.m. on June 25, 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.