



CAMROSE COUNTY, CAMROSE ALBERTA

CHIEF ADMINISTRATIVE OFFICER

Who we are

Camrose County, with a population of 9,000, is situated on traditional Treaty Six Territory, approximately 45 minutes southeast of the City of Edmonton. Camrose County is proud of our agricultural roots that run millennia deep. Camrose County is a thriving cultural community with several world-renowned festivals, and with a vast range of recreational opportunities, and scenery, all while protecting sustainable agricultural practices with the small-town feeling.

Agriculture, oil and gas exploration and production, entrepreneurial spirit, tourism, culture, and our people are the foundation on which Camrose County stands, and Camrose County respects personal freedoms and diversity. Camrose County is a welcoming community and a great place to make a life and raise a family. Our community has programming and activities that promote healthy lifestyles as well as a great healthcare system. There are ample recreation facilities with an abundance of green spaces for hiking, biking, and cross-country skiing. Our community has great K – 12 schools and the Augustana Campus part of the University of Alberta is in the City of Camrose.

Through solid planning and focused effort, the County tackles municipal challenges, develops our municipal infrastructure, and cultivates our community. Camrose County is looking for the right person to lead us in the next steps of advancing our County.

Who are you

You are a strong leader with a background of experience and education that will help you manage the operation of Camrose County, including finance and human resources, strategic planning, project management, and policy and by-law development. You can establish clear goals for senior staff and help them work towards meeting their objectives. Your background is preferably in municipal administration.

As Council's only employee, you appreciate and understand governance practices and procedural rules. Under Council's strategic direction, you will develop and implement policies, services and programs that meet the needs of residents, businesses, and other organizations.

You are confident in leading and coaching a team of 80+ employees in a unionized environment to meet the goals of the municipality and expectations of municipal service. You possess excellent interpersonal and communication skills and are comfortable communicating with the public in a high-profile position.

If this position interests you, please submit your resume and covering letter clearly demonstrating the qualifications outlined below, as selection for further consideration will be based solely on the information you provide.

- A post-secondary degree in Public or Business Administration, Planning, or related field. An equivalent combination of education, training, skills, and abilities may be considered.

- Five years of senior management experience, preferably in municipal government or a similar unionized environment.
- Demonstrated experience in managing, building, and motivating a team.
- Demonstrated administration and managerial abilities in directing and overseeing the activities of several departments with wide ranging and diverse public responsibilities.
- Demonstrated interpersonal and communication skills, with a background in negotiation, conflict management and problem-solving.
- Demonstrated success in developing and implementing comprehensive strategies, policies, services, and programs.
- Experience with project management and business plan development.
- Experience managing financial resources, including development of operating and capital budgets.
- Experience working with levels of government, including Federal, Provincial and First Nations.
- Experience working with the public, committees, boards, and elected officials.
- Ability to interpret and apply Federal, Provincial and Municipal statutes, regulations, services, and programs.
- Discretion, tact, empathy, patience, good judgment, and intercultural awareness.
- A rural/agricultural background and/or economic development experience would be an asset.

Camrose County offers a competitive salary and benefits package.

Closing Date:

A current resume and cover letter marked **Selection Committee – Position of Chief Administrative Officer** must be received at the Camrose County Administration Building at:

3755 – 43 Avenue

Camrose AB T4V 3S8

by **2:00 pm on Friday February 17, 2023.**

Applications to this position may be submitted by email to the following:

Selection Committee

Position of Chief Administrative Officer

e-mail HRContacts@county.camrose.ab.ca

Camrose County thanks all applicants for their interest. Only those applicants selected for an interview will be contacted.

**To learn more about our community and what we have to offer please visit our website at
www.camrosecounty.com**