



The Council of the Town of Wembley invites applications for the position of Chief Administrative Officer. The Chief Administrative Officer reports directly to Council and is responsible for the effective implementation of all operations of the Town in accordance with provincial legislation and Council approved policies and programs. The position requires an individual who can identify, evaluate risks and maintain high levels of efficiency and productivity while developing policies and procedures and make decisions in a timely manner. The CAO manages the operating and capital budget, provides strategic direction and monitors contracts and legislation.

Wembley is located on Highway 43, approximately 15 minutes west of Grande Prairie. The center of a thriving mixed farming and oil and gas region, Wembley has a population of over 1,500 and offers all amenities that appeal to a wide variety of lifestyles including educational and recreation facilities.

As the ideal candidate, you are a proven senior team leader, with strong communication skills, a self-starter and logical decision maker with strong leadership and collaboration skills, as well as strong human resource and financial manager. You are comfortable being seen and connected with the community. You have economic development experience and are a strategic thinker able to align organizational efforts to efficiently turn goals into results. You demonstrate honesty and integrity and will install these values in your team. You are an innovative leader who can motivate and inspire your team in working towards a common vision. Ideally you will possess the CLGM designation or post-secondary education in Public Administration or Business Management



Further information regarding the candidate profile and position can be found at <http://transitionalsolutions.ca/recruitment/>  
Information about the Town of Wembley is available at [www.wembley.ca](http://www.wembley.ca)

Qualified candidates are requested to submit a cover letter, detailed resume outlining experience, education and qualifications, references and salary expectations in confidence to Bill Walker, Senior Consultant at Transitional Solutions Inc.  
[wembley@tsi-inc.ca](mailto:wembley@tsi-inc.ca)

The closing date for this competition will be February 28, 2019.