

Assistant CAO



The Town of Gibbons is a vibrant community of over 3200 residents that is strategically located in the Edmonton Metropolitan Region, nicely bordered by the Alberta Industrial Heartland to the East and the Sturgeon River to the North and the City of Edmonton to the South. The Town of Gibbons is focused on creating a community that is "Truly Rooted in Family" and where lifestyle and a place called home are not just buzzwords, but commitments.

To effectively manage its ardent desire for a sustainable yet exciting future, Town of Gibbons is seeking an initiative-taking individual who is an exceptionally talented and seasoned professional to be its Assistant CAO.

Reporting to the Chief Administrative Officer, the Assistant CAO will contribute their leadership skills to the municipal team and is responsible for management and administration of the Planning and Economic Development Department and includes the administration of capital projects and/or operations approved by Council. Key involvements include the development and maintenance of sound policies and procedures that will promote efficiencies in all department, and the fostering of open and strategic relationships with the public and regional partners.

The ideal candidate will possess:

- A prominent level of competency (i.e., professional experience) coupled with and employee management in a collaborative environment.
- Experience in a Project Management coupled with strong Capital and Operational budgeting and implementation.
- The demonstrated ability to communicate effectively with fellow staff, the public, and ability to collaborate with staff, builds partnerships with neighbouring municipalities while effectively representing the interests of the municipality.
- Extensive knowledge in municipal legislation including the Municipal Government Act, Municipal By-Laws, Policies, and associated processes.
- Proficiency at sourcing, securing, and managing both public and private grants.
- A high degree of professionalism-honesty and integrity.
- A strong commitment towards the development and delivery of high-quality customer service.

Important to Note:

- Candidates, kindly provide your Salary expectation in your cover letter.
- This may be an excellent opportunity to those interested in the rural lifestyle and enjoy outdoor pursuits.

If you would like to pursue this challenging opportunity, please forward your cover letter and resume by **Friday, November 17, 2023**, to:

Town of Gibbons Assistant CAO Search
P.O. Box 68, 4807 - 50th Avenue, Gibbons, AB., T0A 1N0
Email: fomalley@gibbons.ca

Attention: Farrell O'Malley, CAO

Please direct all enquiries to Farrell O'Malley at (780) 305-8617

**** This posting will remain active until the right candidate is located ****

Town of Gibbons thanks all candidates for their interest in this opportunity!