



Are you tired of the urban rat-race? Or maybe you just want to live, work and play in a progressive rural environment? Whatever your reason, the clean, authentic life of Flagstaff County is worth checking out. Located in east central Alberta, Flagstaff County offers beautiful big open spaces, friendly and resilient people, and the opportunity to be part of a vibrant community and progressive organization.

Flagstaff County is currently recruiting for an:

Assistant Chief Administrative Officer

Flagstaff County is transforming. We are hiring an Assistant CAO to help us implement our new structure and help guide our organization into the future. With our entire senior management team retiring in the upcoming 2 to 5 years, this is a unique opportunity for an aspiring leader to showcase and hone your executive leadership skills.

The Assistant CAO provides support to the Chief Administrative Officer in the direction, planning, coordination and control of all municipal operations in accordance with objectives, policies, bylaws, and plans approved by County Council. Reporting directly to the CAO, you will be responsible for the leadership of the senior management team and direct leadership of the Community Services division.

To be successful in this position, you will hold a relevant post-secondary degree or diploma, have earned a NACLA certification, have knowledge of the Alberta Municipal Government Act, and have a minimum of 5 to 7 years related experience in a leadership role in local government.

You will have experience working with Council, Administration, and external agencies. Experience in strategic planning, finance, organizational development and working with people are essential to your success. Change management expertise is important in this transformational position.

Interested candidates should submit a cover letter and resume to:

recruitment.flagstaffcounty@gmail.com. This competition will be open until a suitable candidate is found.

For questions related to the role, please contact Human Resources Consultant, Dawn McCoy, at 780-718-8864 or the recruitment email above.

Thank you to all applicants for your interest in Flagstaff County. However, only those chosen for an interview will be contacted directly.