



Village of Donalda

PO Box 160
5001 Main Street
Donalda, AB T0B 1H0

Ph: 403.883.2345

Fx: 403.883.2022

OFFICE HOURS:
Mondays & Tuesdays
9am-4pm

Village of Donalda

Chief Administrative Officer (CAO)

Village of Donalda, AB

The Village of Donalda is located twenty-five miles northeast of Stettler, eighteen miles east of Bashaw, and forty-five miles southeast of Camrose. Its location on the coulee rim gives the visitor wonderful views and proximity to a whole range of activities for every season of the year. Donalda is 15 minutes from Buffalo Lake with its many beaches and campgrounds including Boss Hill and Pelican Point.

Donalda, overlooking the Meeting Creek Coulee, is the most northerly point of the Canadian Badlands. Our village has a vibrant community spirit with a relaxed and affordable lifestyle.

Position Overview

Reporting to the Mayor, Deputy Mayor, and one Councillor, the Chief Administrative Officer (CAO) is responsible for the overall administration of municipal operations, and the day-to-day tasks of the Village. The CAO is responsible for directing, controlling, and coordinating the activities of the Village departments which includes administrative staff, the Public Works Foreman, and seasonal employees.

The CAO is the senior policy advisor to the Council. She/he is accountable for ensuring that the members of the Council are aware of their legislative responsibilities and authorities, as well as all other relevant information necessary to make informed decisions on all municipal matters.

Key Responsibilities and Functions Overview

In addition to the duties and responsibilities detailed in the Municipal Government Act (MGA), other legislation, Village Bylaws, and any other duties as assigned by the Council, the CAO is also accountable for the following:

- Working Closely with the Council as the Senior Policy Advisor
- Leadership and Human Resource Management

- Financial Administration Including Budgeting and Grant Management
- Legislative Advisor
- Economic Development and Business Retention Contact
- Clear and Transparent Internal and External Communication
- Public/Community Relations and Customer Service
- Project Management
- General Village Administration

Skills and Attributes Overview

The successful candidate will possess the following:

- Strong leadership and management skills with the demonstrated ability to offer guidance and support, while mentoring staff for succession planning purposes. Solid skills in motivating others and creating shared purpose.
- Excellent interpersonal skills with presence and energy.
- Able to practice an open and transparent form of communication (oral and written) with staff, contractors, vendors, ratepayers, volunteers, and elected officials.
- Solid experience in, or understanding of, municipal finances. Must understand budgeting, finance, grant administration, and information reporting.
- Ability to analyze the municipality's competitive position, including its strengths and weaknesses, and promote the community in a positive light.
- Able to work positively with the community, neighbouring municipalities, and regional volunteers and organizations.
- Familiarity with, and appreciation of, smaller rural communities
- Supports a team approach and leads by example – practices an open-door policy with staff and the public alike.
- Politically savvy – ability to challenge and mentor the Council diplomatically.
- Willing to provide autonomy and independence to staff, while also holding employees accountable.
- Have strong organizational skills with the capacity to meet tight deadlines and follow through.
- Be professional in demeanor and always positively represent the Village.
- Ability to provide executive leadership to all strategic and business planning initiatives.
- Welcomes challenges and possesses a progressive mentality with a willingness to change and effectively deal with uncertainty.

- Strategic thinker with a demonstrated ability to make difficult decisions and the confidence to stand behind those decisions.
- Understands, or has the capacity to quickly learn legislative and regulatory processes and possesses an intuitive ability to read the political implications of recommendations and actions.

Education and Experience Overview

The ideal candidate will possess a post-secondary education or a combination of relevant training and senior leadership experience. This includes:

- A demonstrated track record of leadership and senior management experience.
- A thorough understanding of the financial and budgeting process.
- An ability to work effectively with elected officials, community volunteers, businesses, boards and committees, and public participation processes.
- Proven HR and administrative skills
- A thorough understanding of the legislative process and knowledge of the Alberta Municipal Government Act, or willingness to learn.
- Experience in strategic planning, organizational development, and achieving results in building team relations.
- Previous experience applying for and managing municipal grants.
- Experience in implementing development process as the CAO also serves as the Development Officer.

Compensation

A competitive salary will be provided to the successful candidate including a Health Spending Account. Details will be discussed in further conversations.

Please Submit Resumes To:

Holly Chappell Benoit

Interim CAO

Village of Donalda

cao@village.donalda.ab.ca