

## **CHIEF ADMINISTRATIVE OFFICER**

### **THE OPPORTUNITY**

We have a fantastic opportunity for a Chief Administrative Officer (CAO) to join the team of a vibrant municipality. Reporting to Council, the CAO will be responsible for providing vision and leadership to members of the Senior Management Team and overseeing the administrative operations of the Town. The CAO will implement objectives, policies and programs approved by Council and in accordance with the Municipal Government Act, the Town's bylaws, and all other applicable legislation. Council is seeking a CAO who will embrace the community and welcome the challenge of growing the town and developing the region alongside its partners. The ideal candidate will have exceptional people skills, a demonstrated history of building and retaining high functioning teams and be enthusiastic about providing excellent customer service and exceptional services to the residents, businesses, and community.

### **THE MUNICIPALITY**

Mayerthorpe is small town located at the junction of two major highway routes: the Canamex Trade Corridor (Highway 43) and the Cowboy Trail (Highway 22). Highway 43 is a four-lane limited access highway allowing quick access to Edmonton (~1 hour) or north to Alaska or the Canadian Territories. Highway 22 is a tourist and resource highway running from southern Alberta along the foothills through ranch country to Mayerthorpe at its northern end. We also connect with Highway 18, six km north of Town, linking us to the northeast corner of Alberta and the Oil Sands. Mayerthorpe's population is 1,259 with a service catchment area of approximately 5,000.

To learn more about the Town of Mayerthorpe, visit our website:

[www.mayethorpe.ca](http://www.mayethorpe.ca)

### **RESPONSIBILITIES**

In addition to the duties and responsibilities prescribed in the Municipal Government Act, other legislation, the Town of Mayerthorpe's bylaws and any additional duties assigned by Council from time to time, the CAO is responsible to provide and/or undertake the following, including but not limited to:

- Providing guidance to the Town Strategic Planning process ensuring the five pillars (Governance, Culture, Social, Economic, and Environment) are incorporated within the Town's functional service levels.
- Enforcing or causing to be enforced, all bylaws and resolutions of the Town.
- Reviewing the Town's organizational and departmental structure regularly and recommending to Council any necessary changes to improve operating effectiveness and efficiency.
- Communicating required information and reports to ensure Council is equipped to make effective policy decisions.
- Ensuring the Town's compliance with legislation and ensuring due diligence regarding policies, procedures, and operations.
- Ensuring budget documents, a 25-year Project Plan Projection, and financial reporting to Town Council are completed, including the Town's revenue and expenditures, and balance sheet performance.
- Establishing, promoting, and maintaining comprehensive personnel policies and programs covering the selection, compensation, development, retention, appraisal, and placement of Town employees.
- Recommending policy changes to Council including, new positions, salary adjustments, benefits and working conditions.
- Responsible for the management of human resources and personnel matters.
- Accountable for the development, implementation, and monitoring of performance standards for staff; completing performance reviews on staff directly reporting to the CAO; and ensuring performance appraisals are provided to all staff on an annual basis.
- Sourcing the most efficient and cost-effective procurement of goods and services required by the Town through established policies.
- Undertaking the responsibility to stay informed and up to date regarding governmental and community affairs and ensuring Council and Town employees are made aware of significant trends and best practices.
- Directing the execution of all documents, agreements, or contracts approved by Council.
- Undertaking the responsibility to be fully informed regarding the transactions of Council's authorized Boards and Commissions.
- Meeting regularly with the organizational team to stay abreast of operations, facilitate two-way information exchange, and provide input for operational critique and improvement.
- Attending all meetings of Council and Council-authorized Committees, Boards, and Commissions, and providing advice, guidance, and consultation,

as required, to assist Board and Committee members in the decision-making process.

- Consulting with other local, Provincial and Federal governments, as required and promoting regional cooperation with the Town's neighbors.
- Fostering a positive, initiative-taking Customer Service philosophy throughout the organization. Responding to public inquiries and complaints according to approved procedures.
- Performing any other duties as may be required by Council from time to time.

## **QUALIFICATIONS**

- Certified Local Government Managers (CLGM) Designation is preferred, and National Advanced Certificate in Local Authority Administration (NACLAA) is required.
- Minimum 5 years of senior managerial experience in the local government sector environment with a proven ability to build, mentor, engage and motivate a cohesive, results-oriented team in a multi-faceted organization.
- Demonstrated history of achieving measurable results when executing complex and transformational initiatives for large organizations.
- Demonstrated ability to apply innovative thinking; an exceptional ability to link strategies and planning to goals and objectives; and the ability to move seamlessly between strategic and operational thinking.
- Demonstrated ability to confidently interpret a strategic vision and the ability to integrate it into an operational model, while advancing a strategic agenda across a complex organization.
- Critical thinker with innovative solutions to complex issues; strong analytical ability and creative problem-solving skills; and the ability to exercise sound judgment to make timely, evidence-based decisions.
- Demonstrated ability to lead through influencing, consulting, negotiating, and conflict resolution.
- Demonstrated ability to impactfully and passionately communicate information to a diverse audience in a manner that establishes rapport, persuades others, and engenders trust and understanding.
- Demonstrated inclusivity; the ability to listen to diverse perspectives and viewpoints, be open to innovative ideas and approaches, and integrate these into tangible solutions.
- Excellent written and verbal communications skills, including presentation skills, to convey complex material in a manner appropriate to different audiences.

- Demonstrated knowledge and understanding of outcome/service-based planning, budgeting and performance measurement, and an ability to utilize data to inform decision-making with respect to the value or return on investment being provided to the residents of Mayerthorpe.
- Comprehensive knowledge of budgeting, balance sheets and financial reports.
- Demonstrated adherence to exacting standards of ethics, integrity, respect, accountability and duty to uphold the public interest.
- Political acumen is required.

## SALARY AND BENEFITS

A competitive compensation package will be provided including an attractive base salary and a comprehensive benefits package. Further details to be discussed at the time of a personal interview.