

CAO-Village of Heisler

Reporting to the Council, the Chief Administrative Officer (CAO) ensures that the policies and programs and corporate strategic direction of the municipality is implemented; advises and informs Council on the day-to-day operation and affairs of the municipality; and performs all the duties and functions of the CAO as per the Alberta Municipal Government Act, other enactments, or as assigned by Council.

Key responsibilities and accountabilities:

- Attend and record minutes of all municipal council meetings and recommend policies and actions to the municipal council
- Manage the day-to-day operations of the municipality
- Promote and maintain good public relations
- Keep records such as minutes, bylaws and accounts
- Provide input into strategic planning
- Carry out the council's directives and policies
- Directing the general administrative functions of the municipality including supervising staff and purchasing procedures
- Prepare budgets and manage all aspects of the financial operations of the village including accounts receivable/payable, payroll, utility billing, taxes and fees
- Oversee all capital projects
- Administer human resources programs
- Prepare bylaws approved by council
- Ensure that bylaws are enforced by the designated officer
- Collect taxes
- Conduct local government elections
- Oversee municipal services from a regional perspective and develop and foster shared services and partnerships with other municipalities
- Develop a presence in the community and collaborate with other community partners, industry and government attracting and fostering economic development.
- Liaise effectively with council, other elected officials, residents, developers, community groups and other levels of government with effective communication, facilitation and conflict resolution skills
- Perform any other duty imposed under the MGA or any other enactment
- Attend training to develop relevant knowledge and skills.

Qualifications:

- Ability to create and lead a participative, productive and positive environment with a cohesive team that promotes and sustains workplace excellence;
- A strong commitment towards the development and delivery of high quality customer service;
- The demonstrated ability to communicate and deal effectively with the public, to work collaboratively with council and staff and to build partnerships within the Village and surrounding municipalities while effectively representing the interest of the community;
- The capability to provide overall leadership for the development of a strategic vision that can both attract and retain businesses and residents;
- A strong working knowledge of the Municipal Government Act and the political landscape in Alberta;
- A sound knowledge of accounting practices and of municipal finances with proven budget, planning and development experience;
- Candidates with experience and education in management and finances with a sound understanding of municipal administration and governance will be given preference.

Closing Date:

July 31, 2018

Application Return:

Please provide resume, cover letter and salary expectations as follows: Village of Heisler, Box 60 Heisler, AB T0B 2A0 or electronically to: bwood@villageofheisler.ca

The Village of Heisler thanks all applicants in advance, however, only those being considered will be contacted.