
CHIEF ADMINISTRATIVE OFFICER (CAO)

THE OPPORTUNITY

We have a fantastic opportunity for a Chief Administrative Officer (CAO) to join a vibrant municipality located in central Alberta. Reporting to Council, the CAO will be responsible for providing the vision and leadership to members of the Senior Management Team including the overall administrative operation of the Town. The CAO will implement the 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 that will embrace the community and welcome the objective of growing and developing the region along with its partners. The ideal candidate should have exceptional interpersonal skills, a demonstrated track record of building high functioning teams and be passionate about providing excellent customer service and services to the residents, businesses, and community as a whole. The new CAO must reside or be willing to relocate to the Town of Olds so that they can be engaged and be part of the community.

THE MUNICIPALITY

The Town of Olds is a vibrant community 59 km south of Red Deer and 90 km north of Calgary. Olds is home to 9,184 residents who feel they have the best of both worlds with a small town feel and big city amenities. Olds is the hub of Mountain View County with a drawing population of more than 45,000 with a thriving retail and business sector. It is positioned close to four beautiful lakes, the mountains, has an excellent hospital, college and schools and recreational facilities.

Physical amenities aside, it is the small-town atmosphere and the people of Olds who are to be credited with its success and you won't find a more friendly and welcoming community to call home.

To learn more about the Town of Olds, visit their website at: <https://www.olds.ca/>

RESPONSIBILITIES

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

- Provide 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 level review delivery requirements.
- Enforce or cause to be enforced, all bylaws and resolutions of the Town.
- Review the Town's organizational and departmental structure regularly and recommend to Council changes to improve operating effectiveness and efficiency.
- Communicate information and reports to Council required to make effective policy decisions.
- Ensure Town compliance to legislation and conduct due diligence regarding policies, procedures, and operations.

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- Ensure the development of budget preparation, a 10-year capital plan, an asset management plan and financial reporting to Town Council on the Town's revenues and expenditures, and balance sheet performance.
 - Establish, promote, and maintain comprehensive personnel policies and programs covering the selection, compensation, development, retention, appraisal, and placement of Town employees within established personnel policies. Recommend to Council new positions, salary adjustments, fringe benefits and working conditions.
 - Responsible for the management of human resources and personal matters
 - Accountable for the development, implementation and monitoring of performance standards for staff. Complete performance reviews on staff directly reporting to the CAO and ensure performance appraisals are conducted for all staff on an annual basis.
 - Annually conduct program and service delivery evaluations to promote continuous improvement by staff, contractors, and agencies.
 - Provide the efficient and most cost-effective procurement of goods and services required by the Town through established policies
 - Undertake the responsibility to stay informed and updated about governmental and community affairs and ensure the Council and Town employees are made aware of significant trends and best practices.
 - Direct the execution of all documents, agreements, or contracts approved by Council.
 - Undertake the responsibility to be kept fully informed of transactions of all Boards and Commissions authorized by the Council.
 - Meet regularly with the executive management team to keep abreast of operations, facilitate two-way information exchange and provide input for operational critique and improvement.
 - Attend, or is represented by the CAO designee, all meetings of Council, Special Task Forces, Committees, Boards, and Commissions appointed by Council, and assist in the decision-making process by providing advice, guidance, and consultation, as required.
 - Liaise with other local governments, Provincial and Federal, as required and promote regional cooperation with the Town's neighbors.
 - Develop a positive and proactive Customer Service philosophy throughout the organization. Respond to public inquiries and complaints according to approved procedures.
 - Perform any other duties as may be required by Council.

QUALIFICATIONS

- University degree in public administration, business, or related discipline. Certified Local Government Managers (CLGM) Designation or National Advanced Certificate in Local Authority Administration (NACLAA) is preferred
- 5+ years executive leadership experience in a private or public sector environment with a proven ability to build, mentor, engage and motivate a complex organization with multiple operations and diverse stakeholder.
- Demonstrated proven history of achieving measurable results when executing complex and transformational initiatives for large organizations.

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- Demonstrated ability to apply innovative thinking with an advanced ability to link strategies and planning to business objectives and an ability to move seamlessly between strategic and operational thinking.
 - Experience in interpreting a strategic vision into an operational model while inspiring confidence and advancing a strategic agenda across a complex organization.
 - Critical thinker with innovative solutions to complex business issues, strong analysis and creative problem solving and the ability to exercise sound judgment to make timely decisions based on evidence.
 - Demonstrated experience in leading and driving complex solutions through influencing, consulting, negotiation, and conflict resolution.
 - Demonstrated ability to communicate information with impact, passion, and excitement to a diverse audience in a manner that establishes rapport, persuades others, and gains trust and understanding.
 - Demonstrated inclusion as a leader, including the ability to listen to diverse perspectives and viewpoints, be open to new 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 that is being provided to the residents of Olds.
 - Solid knowledge of budgeting, balance sheets and financial reports.
 - Demonstrated high standards of ethics, integrity, respect, accountability and upholding the public interest.
 - Political and business acumen is required.

SALARY AND BENEFITS

A competitive compensation package will be provided including an attractive base salary, a comprehensive benefits package, Local Authority Pension Plan (LAPP) and APEX Supplementary Pension Plan (APEX). Further details will be discussed in a personal interview.

CLOSING DATE

February 5, 2022

FOR MORE INFORMATION PLEASE CONTACT

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