



**Town of Hardisty – Job Posting  
Permanent Full Time  
Chief Administrative Officer**

Hardisty is located Southeast of Edmonton on highway 13 and 881, in the heart of the beautiful rolling hills of the Battle River Valley. The town is perfectly situated for a weekend getaway or that long summer camping trip. With multiple campsites with full-service sites, golf course, the winding Battle River and two lakes (one in the town limits) and one a short drive to the west. The town has great recreation facilities, health care facilities and is a great place for all ages to live and flourish. Hardisty provides a nature-lover's paradise, with walking trails, parks, and beautiful countryside, along with a very supportive farming community. Just outside of town is the Hardisty Tank Farm, Alberta's Oil Hub. Our booming oil industry ensures strong and vibrant businesses that are here to support you. For additional information visit our website at [Hardisty.ca](http://Hardisty.ca).

The Town of Hardisty is seeking a Chief Administrative Officer (CAO) to lead and manage the administration of the Municipality. Reporting to the Mayor and Council, the CAO is responsible for guiding the day-to-day affairs of the Town as outlined in the Municipal Government Act (MGA), Town bylaws, and policies as set by Council. The CAO will provide leadership to the permanent, full-time, and part-time employees.

**Job Summary**

- Responsible for coordinating and directing the affairs of the municipality.
- Demonstrates authentic leadership by providing guidance, support, mentorship, and positive role modelling, to all Town employees.
- Demonstrates a take charge attitude to achieve results, recommend new initiatives, program policies and plans for Council's discussion and approval.
- Advice and support to the Mayor and Council in developing, implementing, and executing policies and strategies to satisfy the goals of Council.
- Develop community relationships by providing support to the community.
- Encourage partnerships with neighboring municipalities for the greater good of the region.
- Ensure that the Town Staff are committed to providing continued excellent service to the public and business community.
- Provide effective and efficient fiscal management.
- Responsible for preparing and presenting an annual operating and capital budget.

**Qualifications**

- Post-Secondary education in public or business administration or a combination of relevant training and experience
- 5+ years of senior management experience in a business or related environment
- Working knowledge of the Alberta Government Act (MGA) and other relevant legislation
- Completed, or working towards a local government designation is an asset.

- Ability to work effectively with a diverse field of elected officials, boards, volunteers, the public and key stakeholders.
- Excellent communications skills
- Strong decision-making skills
- Problem solving skills and the ability to think innovatively for new and better solutions.
- Complete understanding of the budgeting process and Public Sector accounting.
- Capable of developing and executing a sound policy-based and cross-organizational approach to strategic planning.
- Ability to develop a positive/constructive administrative team.
- Ability to implement development plans, capital works plans and infrastructure improvement programs.

Qualified applicants should submit their resume to:

Deputy Mayor Brett Baumgartner

Town of Hardisty

[b.baumgartner@hardisty.ca](mailto:b.baumgartner@hardisty.ca) (with CAO in subject line)

In person at 4807 – 49<sup>th</sup> Street, Hardisty

Mail to PO Box 10, Hardisty, AB T0B 1V0

Deadline for submissions of resumes is 12 (noon)pm Friday June 25, 2021

Visit our website at [Hardisty.ca](http://Hardisty.ca) for the completed job description.