

EMPLOYMENT OPPORTUNITY

Chief Administrative Officer Permanent Full-Time Position



The Town of Redwater is situated just 35 minutes north east of Edmonton and borders the Alberta Industrial Heartland; this community is poised for significant growth. Redwater offers great recreation, culture, education and health care to the area residents. Visit our website to learn more about our great community: www.redwater.ca

Reporting to Mayor and Council, the individual chosen for this position will be responsible for directing the overall operations of the Town in accordance with the objectives, goals and policies approved by Council and legislative requirements. Our team is seeking an individual who is a highly motivated leader.

The ideal candidate will have:

- Senior managerial experience in local government together with post-secondary education in a related discipline and /or certification in local government management. Relevant experience in local government
- Good working knowledge of government and legislative management policies and standards
- The ability to work collaboratively with Council in building the community and effectively represent Town interests
- The ability to provide organizational leadership and work positively with staff in a team setting
- Excellent communication, personnel and public relation skills
- Strong computer knowledge and experience
- Broad knowledge of gas distribution systems, recreation, bylaw services, economic development, and planning development
- Strong decision maker

Qualifications:

- Post-Secondary Diploma or Certificate in a related discipline and /or certification in local government management

A detailed position description is available on our website: www.redwater.ca

The Town of Redwater provides an excellent benefit package. Salary range for this position is based on level of education and experience. Please forward your resume and three work related references to:

Tim Duhamel, President, Bloom CME
Email: Tim.Duhamel@Bloomcme.com Ph: (780) 932-8254

Deadline for submissions of resumes is 4:00 p.m., Friday, January 28, 2022

The Town of Redwater thanks all applicants for their interest, however only those who have been selected for an interview will be contacted.