



**Chief Administrative Officer
Town of Two Hills**

The Town of Two Hills, a progressive area with a strong sense of community and family is seeking a Chief Administrative Officer to assist the Mayor and Council to implement the Town's vision for the future.

Uniquely situated on the Ports to Plains Corridor, linking Northern Alberta to the port at Mazatlán Mexico, your role as our Chief administrative Officer will be an integral part of growing our community.

If you are ready to take on an exciting and challenging administrative leadership role, here is your opportunity.

This is what we are looking for:

- As our administrative leader you will provide appropriate advice, background information and briefing materials to the Mayor and Council in carrying out their range of responsibilities.
- Develop and maintain an effective organization structure for the municipal staff that reflects operational needs and is directed towards accomplishing the objectives that Council has established;
- Ensure that our internal directive, policies and procedures including general administration, human resources, finances, community & economic development and operations are efficient and effective for the Town;
- Represent municipality with citizens, community groups, developers, commercial interest and with Provincial and Federal government agencies;

If you have a minimum 3 years of a proven track record in municipal operations, with excellent communication, interpersonal and supervisory skills, hold a certificate in Local Government Administration or relevant post-secondary education, we want to talk to you. We offer a full benefit package and a very competitive salary range.

Visit our website (www.townoftwohills.com) for exciting information on the opportunities that await you.

Interested applicants are requested to submit their resumes marked CONFIDENTIAL to:

Sheila Lupul
Town of Two Hills
Box 630 Two Hills, AB
T0B 4K0

Or by email to: Sheila Lupul, Acting CAO (cfo@townoftwohills.com)

We are committed to maintain an equitable work environment and welcome submissions from all applicants. We thank applicants for their interest however, only those selected for an interview will be contacted.

Posting Date: September 3, 2019 Closing Date: Noon September 16, 2019.