



Village of Lougheed Employment Opportunity

Chief Administrative Officer

The Village of Lougheed Council invites applications for the position of Chief Administrative Officer (CAO). The CAO reports directly to Council and is responsible for the effective implementation of all operations of the Village in accordance with provincial legislation and Council-approved policies and programs. The position requires a multi-tasking individual who can maintain a high level of efficiency and productivity and make decisions in a timely manner. Required skills include logical decision maker, self-starter with strong leadership skills, and efficient and effective in the management of office resources.

The CAO manages the operating and capital budget, provides strategic direction to Council, and monitors contract projects and legislation. Extensive financial background, strong budget preparation, and financial reporting abilities are required, with preference given to those proficient in Muniware or a comparable municipal accounting program, as well as Microsoft Word and Excel.

As the ideal candidate, you have a minimum of 3 years of experience in a Municipal Management role, have a good understanding of the Municipal Government Act and other pertinent legislation, and hold a certificate in Local Government or working towards certification. Excellent organizational, time management, and communication skills are required of the successful candidate, who is also self-disciplined as well as having a demonstrated team philosophy. Good interpersonal skills are required, in dealing with Council, staff, contractors, the community, and other municipalities. In addition, the applicant should have a solid understanding of infrastructure, planning, and development.

Lougheed, located within Flagstaff County, is located on Highway 13, approximately one hour east of Camrose, and two hours southeast of Edmonton. With a population of almost 300, Lougheed is a thriving community, surrounded by farmland, and oil/gas activity.

Qualified candidates are requested to submit a cover letter, detailed resume outlining experience, education and qualifications, 3 references, and salary expectations in confidence and no later than November 25, 2022 to:

Village of Lougheed
Attn: Mayor Sieben
Box 5, Lougheed, Alberta, T0B 2V0
Email: shawn.sieben@lougheed.ca

This position will remain open until a suitable candidate is found. The Village of Lougheed thanks all applicants, however, only those shortlisted for an interview will be contacted.