

Chief Administrative Officer (CAO)

Town of Hardisty, AB



The Town of Hardisty is a diverse community of over 550 residents located approximately 2 hours southeast of Edmonton and 2 hours northeast of Red Deer, at the junction of Highway 13 and Highway 881. Situated at the eastern edge of Flagstaff County in the heart of the beautiful rolling hills of the Battle River Valley, Hardisty is perfectly situated for a quick weekend getaway, or that much needed summer camping trip. To learn more, please visit our website at www.hardisty.ca

Reporting to the Mayor, Deputy Mayor, and three (3) Councillors, the Chief Administrative Officer (CAO) is responsible for the overall administration of municipal operations and the day-to-day tasks of the Town. The CAO is responsible for directing, controlling, and coordinating the activities of the Town departments which includes three (3) permanent FT staff (Financial/Legislative Assistant, Utilities & Development Assistant, and the Public Works Foreman), several seasonal employees, as well as a combined budget of just over \$2M.

The ideal candidate will possess a post-secondary education, or a combination of relevant training and senior leadership experience. This includes:

- A demonstrated track record of leadership and senior management experience.
- An ability to work effectively with elected officials, community volunteers, businesses, Boards and Committees, and public participation processes.
- Proven HR skills. Ability to work with staff and achieve the “buy-in”.
- A thorough understanding of the legislative process and knowledge of the Alberta Municipal Government Act, or a willingness to learn.
- Proven experience in strategic planning, organizational development, and achieving results in building team relations.
- A thorough understanding of the financial and budgeting process.
- Previous experience applying for, and managing grants.
- Experience in implementing development plans, capital works, and infrastructure improvement programs.

For further information please visit our website, or contact:

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