



CAREER OPPORTUNITY

CHIEF ADMINISTRATIVE OFFICER – TOWN OF THORSBY

The Town of Thorsby has a population of approximately 1025 residents and is located 35 minutes southeast of Edmonton International Airport and 45 minutes from Edmonton. Situated with easy access to the key transportation corridors of highways 39, 60 and QE2, and great recreation opportunities both indoors (arena, fieldhouse, gym, dance studio, bowling and racquet ball, programming etc.) and out of doors with a growing network of trails, Thorsby offers great quality of life not far from a Alberta's Capital city. Blending old with the new, Thorsby community spirit thrives and offers something for everyone from preschoolers to seniors within easy reach of connector routes.

The Chief Administrative Officer plays an integral role in the strategic leadership and management of the overall administration of municipal operations in accordance with the objectives, policies, and plans approved by Town Council. The successful candidate will be responsible for directing, controlling and coordinating the activities of all Town departments, working with staff to ensure that the policies and programs of the Town are implemented. Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) performs all the duties and exercises the powers and functions as legislated by Provincial statutes and local Bylaw (Municipal Government Act S. 207 & 208 and Thorsby Chief Administrative Bylaw, 2009-03).

With a total of 7 full time staff (plus part time and seasonal operators) and an operating budget just under \$4M the Chief Administrative Officer will:

- Deliver solid leadership to both Council and Staff
- Provide advise and support to the Mayor and Council in developing, implementing and executing polices and strategies
- Build a deep understanding of the Town's context, direction and priorities and translate these into departmental strategies and priorities
- Ensure the Town staff are committed to delivering the highest level of service to the general public and business community through clear and transparent communication
- Serve several functional capacities including but not limited to, Economic Development Officer
- Attend all Town Council meetings and committees as required
- Support a collaborative working environment, where input from staff, residents, council and other stakeholders is valued and local, provincial and federal collaborative initiatives are sought out and progressed to enhance the overall quality of service to our residents.

Preference will be given to candidates with:

- Post-secondary education in Public Administration, Management, or related field, or a combination of relevant training and senior leadership and management experience
- Demonstrated experience in policy development, financial acumen, and resource management
- Understanding of legislative processes and knowledge of the Municipal Government Act
- A positive record of working effectively with elected officials, community volunteers, businesses and industry, boards and committees, other levels of government and the general public.
- Proven experience in strategic planning, organizational development plans, capital works, infrastructure improvement programs
- Strong understanding of Economic Development

Closing date: October 31, 2020

Please submit cover letter and resume in confidence to Mayor Rod Raymond. Email: rodraymond@thorsby.ca