

Employment Opportunity



Chief Administrative Officer (CAO) – Municipal District of Fairview No. 136

Council of the Municipal District of Fairview No. 136 invites applications for the position of Chief Administrative Officer (CAO).

The M.D. of Fairview No. 136 is located in northwestern Alberta, approximately 114 kms northeast of Grande Prairie. The municipal boundary, bordered to the south and west by the mighty Peace River, contains 1391 square kilometers of prime agricultural and outdoor recreational land. Along with agricultural crop and livestock operations, the oil and gas industry, as well as gravel extraction, play valuable roles in the success of the municipality. Included within the municipal jurisdiction are the hamlets of Bluesky and Whitelaw. The municipal office and operations are located in the town of Fairview which offers an array of recreational, arts and culture and seniors' housing facilities, along with schools, a post-secondary polytechnical institute and exceptional health care facilities, all within a small-town atmosphere.

As the administrative head of the municipality, the CAO is accountable to Council for the overall management of the municipality to ensure effective implementation of all operations, in accordance with provincial legislation and Council approved policies, programs and bylaws. The CAO manages the operating and capital budgets, provides strategic guidance, and monitors contracts and agreements. Working with the senior management team, the CAO provides leadership, administration, and coordination of the delivery of services to the Municipality's residents to ensure sustainable, responsible, effective, and efficient use of municipal resources.

The full Job Description, including required Skills and preferred Qualifications can be found on the municipal website at www.mdfairview.com.

The Municipal District of Fairview No. 136 offers a comprehensive benefits package. Qualified individuals are invited to submit a resume (in PDF format only please), stating relevant education, experience, and salary expectation to:

Reeve Phil Kolodychuk

c/o Municipal District of Fairview No. 136
PO Box 189, Fairview, AB. T0H 1L0
Email: philip.kolodychuk@mdfairview.ab.ca

This career opportunity will remain open until 4:30 pm, Friday, January 28, 2022 or until a suitable candidate is determined.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.