



## **Career Opportunity**

### **Chief Administrative Officer**

*Lethbridge County is a vibrant southern Alberta community, located only an hour from the Rocky Mountains and the U.S. border. It is an agricultural hub for Southern Alberta, and a strong driver and producer for the agriculture sector. Surrounding the City of Lethbridge, an urban center and its amenities, Lethbridge County offers quality country living and is home to over 10,000 residents.*

Lethbridge County is currently recruiting a Chief Administrative Officer (CAO) to lead our dynamic team. Consideration will be given to candidates who possess strong leadership skills, business and financial acumen, exceptional communication skills, and the ability to collaborate and interact with diverse stakeholders. Previous municipal experience is an asset. The CAO will be tasked with engaging and motivating our employees while ensuring customer service excellence.

Reporting to the Reeve and Council, the CAO is responsible for the strategic leadership and efficient delivery of all the County's administrative and operational services. As the principal advisor to Council, the CAO has the vision to develop and implement operational plans and ensure the coordination of services. The CAO will recommend policies, plans, and programs that benefit our residents and neighboring municipalities by being innovative, accountable, and fiscally sound. The CAO will work continually to enhance growth and development in the County. The CAO will ensure the effective utilization of resources through the priorities and guiding principles found in Council's strategic plan.

Leading a talented staff team, this position guides and inspires a dedicated workforce and helps foster a workplace culture focused on service excellence, innovative thinking, and teamwork, while positioning Lethbridge County as an employer of choice.

Lethbridge County offers a competitive compensation package including benefits and LAPP pension, professional development opportunities, and provides an engaging work environment. This is a full-time, permanent position.

To apply for this exciting opportunity, please email your cover letter and resume to Lethbridge County Reeve, Tory Campbell, no later than **4:00pm on Friday, February 24<sup>th</sup>, 2023**. Shortlisted candidates may be requested to participate in pre-employment screening to validate skills and be required to provide a satisfactory criminal record check and a 5-year Drivers Abstract.

Lethbridge County, Reeve Tory Campbell  
#100, 905 - 4th Avenue South, Lethbridge, Alberta T1J 4E4  
**Email:** [tcampbell@lethcounty.ca](mailto:tcampbell@lethcounty.ca)  
**Website:** [lethcounty.ca](http://lethcounty.ca)

**Please submit documents by email in PDF Format.**

*Lethbridge County thanks all applicants for their interest, however, only those selected for an interview will be contacted.*