



The Fort McMurray Wood Buffalo region is a place like no other. It's where a small-town feel is combined with extensive career opportunities, strong cultural diversity, family-orientated neighbourhoods, world-class recreation facilities, and the natural beauty of the boreal forest.

The region is located within Treaty 8 Territory, the traditional lands of the Cree, Dene and unceded territory of the Métis. Comprising of Fort McMurray, 9 rural communities and 12 Indigenous communities, the diversity and rich cultures in the region are truly remarkable. We are committed to reconciliation and recognize our responsibility to understand our history so that we can honour the past, be aware of the present, and create a just and caring future for all.

Fort McMurray Wood Buffalo is a place for anyone and everyone to pursue opportunity together. With residents from all over the world, strengthened by a sense of resiliency, our community is a place where neighbours help neighbours, embrace differences, and honour the Indigenous heritage and traditions of the land. We are proud to call Fort McMurray Wood Buffalo home and serve the communities in which we live.

### **Chief Administrative Officer**

The Chief Administrative Officer (CAO) is the administrative lead for the Regional Municipality of Wood Buffalo, performing the duties and exercising the powers assigned to a CAO under the Municipal Government Act and other applicable legislation. This role is responsible for the day-to-day operations of the Municipality, including the acquisition and effective management of financial, physical, and human resources. The CAO provides professional advice to Council ensuring resolutions, bylaws, policies, and plans are implemented while keeping Council informed on progress and emerging issues.

The ideal candidate will offer:

- A university degree in Public or Business Administration, Engineering, Accounting, Land Use Planning, or another related discipline is required.
- Fifteen (15) years of experience in senior leadership roles, with an understanding of government or board governance is required. This experience must include managing large amounts of information, making difficult decisions in complex situations, negotiating, administering and controlling budgets, and establishing creative solutions for operational and community issues.
- Ability to communicate effectively and maintain positive relationships.
- Strong leadership skills with a high degree of personal initiative, integrity, and professionalism.
- Commitment to fostering a workplace of respect, diversity, and inclusion.
- Ability to deal effectively with high-pressure and challenging situations with the capability to succeed in both independent and collaborative working environments.
- Demonstrated ability to develop positive relationships with diverse stakeholder groups, including but not limited to industry, government, Indigenous groups, and members of the public.
- Awareness and understanding of Indigenous culture issues, communities, and protocols.
- Political awareness and sensitivity, with the ability to adapt management and communication styles to the needs of Council.
- Experience working in a public sector work environment with unionized and non-unionized employees is considered an asset.
- Certificate in local government administration is considered an asset.

If you are an individual with proven experience who aspires to and is capable of providing innovative vision and strategic leadership in the role Chief Administrative Officer (CAO) for the Regional Municipality of Wood Buffalo, please contact: