



POSITION PROFILE

CHIEF ADMINISTRATIVE OFFICER

for the

TOWN OF COALHURST

POSTING DATE: NOVEMBER 3, 2022

CLOSING DATE: NOVEMBER 30, 2022



Ideal Candidate:

The Chief Administrative Officer is responsible for providing corporate leadership for the general management and stewardship of the municipality. An ideal Chief Administrative Officer should be a self-motivated, strategic thinker with strong financial and organizational skills. In addition to having tact and diplomacy, they will be a good communicator, motivated to create a great organization by building trusting relationships. The ideal CAO will have exceptional interpersonal skills and have a good understanding of the legislative and regulatory requirements of a municipality. They should also have the capacity to work cohesively with elected officials, residents, community organizations, industry, agencies, neighbouring municipalities, and other stakeholders. The ideal CAO should possess the ability to invite diverse perspectives in a respectful environment and facilitate impactful and innovative outcomes.

Roles and Responsibilities:

Reporting to the Mayor and Council, the CAO is responsible for overseeing the day-to-day affairs of the Town. The CAO is expected to understand the direction of Council, ensure that policies and programs of the Organization follow Council's mandate, and ensure all resolutions and bylaws of council are carried out efficiently and effectively. The responsibilities of a CAO require a high level of professional expertise, education, specific training and relevant work experience.

Beyond the directions of Council and the responsibilities outlined various legislation, our CAO will also engage in self-motivated and self-directed activities through:

Leadership:

Conduct yourself in an honest and ethical manner.

Provide practical guidance and timely advice.

Provide positive leadership, supervision, direction, mentorship and coaching to employees, helping them establish and achieve their personal and professional performance.

Promote and encourage training, as well as skills and professional development.

Create and foster a supportive work culture that embraces health and safety, efficiency, succession planning, innovation and service-oriented attitudes.



Support for Council:

Maintain a positive and productive relationship with Council rooted in trust, dedication to the Town, and open communications.

Support Council with the fundamentals of Good Governance.

Provide effective advice and support to Council in developing, implementing and executing bylaws, policies and strategies to realize the goals and objectives Council puts forth.

Attend Council and Committee meetings as support to Council.

Prepare Council for decision-making by providing in-depth analyses, concise, factual written reports that provide options to achieve well-informed decisions, including reports and recommendations as required by Council and Council committees

Regularly update Council on progress, recommended changes and new matters that relate to the governance and/or operations of the Town.

Administrative Action:

Ensure that the directions of Council are implemented efficiently and effectively.

Develop and implement policies and procedures dealing with the operation of the Town.

Attend meetings of Council as well as boards, committees, commissions, or other bodies as may be required

Ensure an alignment between Council's approved strategic and business plans and goals, and operations.

Negotiate contracts on behalf of the Town, as directed by Council.

Keep informed of governmental and community affairs and ensure that Council and employees are made aware of significant or emerging trends.

Legislative Responsibilities:

Ensure all powers, duties and functions prescribed under the Municipal Government Act are fulfilled.

Ensure that the Town complies with all applicable Provincial and Federal legislation.



Ensure that staff are appropriately trained and certified as required, with all applicable Provincial and Federal legislation

Maintain your understanding of applicable municipal legislation and administration,

Act as the FOIPP Officer, in accordance with the Freedom of Information and Protection of Privacy Act.

Budget and Finance:

Manage and administer the operating and capital budgets, as established by Council.

Comply with Provincial and Federal filing and reporting requirements.

Oversee, review, advise and inform Council on the Town's assets, debentures and investments.

Strategically pursue grant funding in support of Council's objectives and /or budget need.

Oversee the processes and implementation of taxation, collection, assessments and appeals.

Necessary Abilities and Competencies:

Work in a team environment as well as work independently.

Effectively deal with high pressure and challenging situations.

Interpret and apply bylaws, policies, and Provincial and Federal legislation/regulations.

Analyze problems, implement solutions and make effective, timely decisions.

Qualifications:

A minimum of 4 years of extensive and/or progressive senior leadership experience in a local government setting or an equivalent combination of training and experience in other relevant settings.

Post-secondary degree in a relevant discipline such as Business Administration, Commerce or Public Administration or a degree in a related municipal function such as Planning, Engineering, Recreation or Social Services.

Masters in Business or Public Administration preferred.



Certified Local Government Manager status an asset.

Thorough knowledge and understanding of the Municipal Government Act and other relevant legislation.

Proven experience in strategic planning, organization development and achieving results in building teams and effective employee relations.

Experience in creating and implementing business plans and overseeing capital works and infrastructure programs.

Experience in a multi-dimensional service organization with proven ability to provide focus and leadership, adapting and integrating planning, policy and program initiatives.

Desirable Attributes:

Analytical, strategic and visionary thinking capability.

Good written and verbal communication skills.

Leadership skills in support of Council, staff, and the Community.

Organizational skills related to time management and legislative services.

Capacity and willingness for new learning and professional development.

Sincere desire to make the Organization and the Community better.

Compensation:

Salary range for this position is based on level of education and experience and is projected in the range of \$135,000 to \$170,000. The Town provides an excellent benefit package.

Confidentiality:

During the candidate engagement process, the Town of Coalhurst will respect the privacy and confidentiality of all personal information provided, both directly and indirectly and whether provided by print or electronic means..



Submit an Application:

To apply for this opportunity, please send your cover letter and CV to:

Jeffrey Coffman
Interim Chief Administrative Officer
Town of Coalhurst
Box 456
Coalhurst, AB
T0L 0V0

Or by email to cao@coalhurst.ca



WELCOME TO THE

TOWN OF COALHURST



ABOUT

The Town of Coalhurst is a growing community located in southern Alberta. The town boasts a diversity of amenities and tourist attractions. The municipality offer the benefits of small town living while being in close proximity to a larger urban centre.



OUR MISSION

By caring for one another and making bold decisions for our future together, Coalhurst is the community of choice for individuals, families and businesses seeking a unique place to call home.



LOCATION

The Town of Coalhurst is located on Highway 3, 15 Km northwest of Lethbridge in Southern Alberta.

Nearby:

- 1 hour north of the USA border
- 2 hours south of Calgary
- 1.5 hours east of the Rocky Mountains



DEMOGRAPHICS



Total Population

2,869



Median Household Income

89,190



Total Number of Visible Minorities

100



Median Age

32.0



number of indigenous population

215



%of Male Population

50.26



% of Female Population

49.74



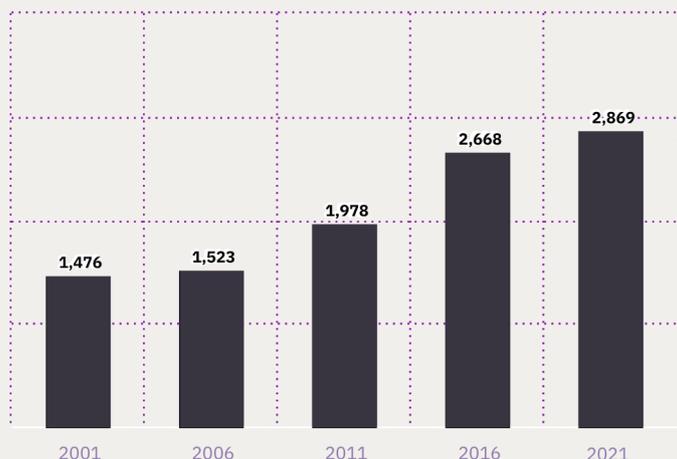
Largest Age Cohort

Ages 5-9

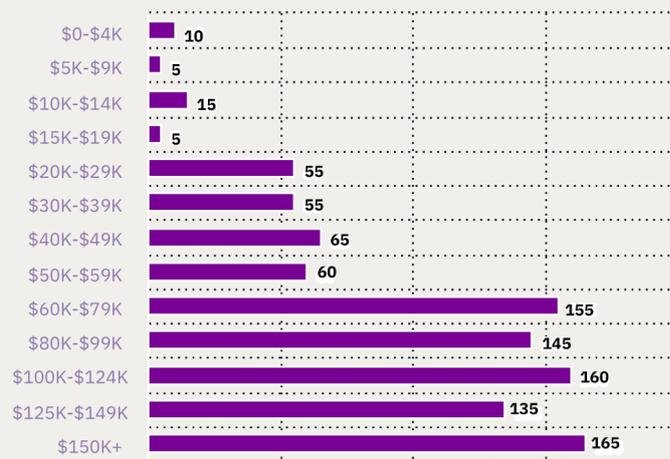
Source: Town of Coalhurst Community Profile 2022 (<https://coalhurst.ca/about/community-profile/>)



POPULATION



HOUSEHOLD INCOME



LABOUR



Total Labour Force
1,480



Employment Rate
72.4%



Participation Rate
75.4%



Unemployment Rate
4.0%



INDUSTRY



Largest industry by labour force
Health Care



Small industry by labour force
Finance



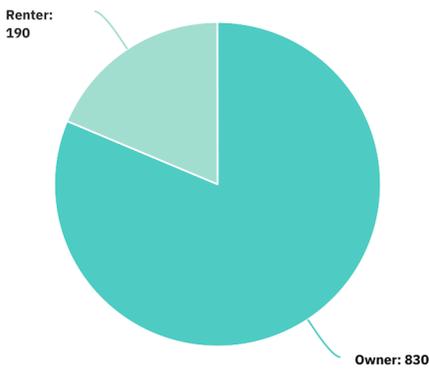
Largest industry by occupation
Trades & Transport



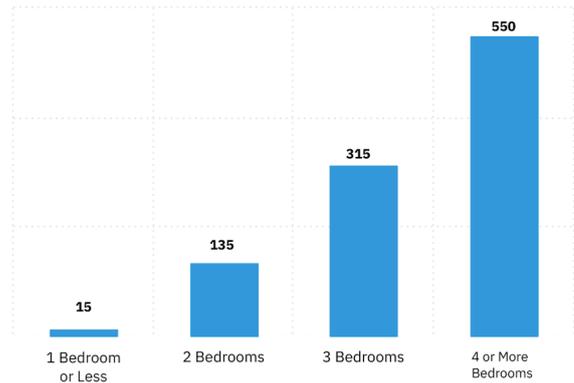
Small industry by occupation
Art & Sports

Source: Town of Coalhurst Community Profile 2022 (<https://coalhurst.ca/about/community-profile/>)

HOME OWNERSHIP



DWELLINGS BY BEDROOM



HOUSING



Construction Period

185

Housing Prices
2016
\$251,916



Source: Town of Coalhurst Community Profile 2022 (<https://coalhurst.ca/about/community-profile/>)



Welcome Home

For more information on the community visit

www.coalhurst.ca

403-381-3033

100 - 51 Avenue, Box 456, Coalhurst,
Alberta T0L 0V0



November 2022