



## **TOWN OF HIGH LEVEL – CAO POSITION**

The Town of High Level is situated in the Northwestern region of Alberta on the Mackenzie Highway. It is a close-knit community with a population of approximately 4,000. The economy is robust, with primary industries such as forestry, oil and gas, agriculture as well as tourism, retail and health services.

The Town of High Level is seeking a Chief Administrative Officer (CAO) who will lead the Town's dedicated staff. This role will appeal to individuals with a proven track record of leadership, financial acumen, and the ability to work collaboratively with the Council, staff, citizens, and community partners. As Council's principal policy advisor, the CAO will assist in providing strategic direction and will be instrumental in developing, implementing, and executing policies, strategies, and objectives to address the immediate and long-term needs of the municipality.

Vital to this position is open communication and effective relationships with First Nations, neighbouring municipalities, provincial and federal levels of government, local business and industry, community investors and ratepayers.

To know more about the Town of High Level, potential candidates are encouraged to visit the website at [www.highlevel.ca](http://www.highlevel.ca)

### **SKILLS & ATTRIBUTES**

Among other attributes, the following competencies and behaviours are essential:

- **Leadership:** Serve as a mentor and positive role model. Possess an understanding and knowledge of both rural and urban issues. Committed to personal growth and development and promotes the same amongst team members. Can prioritize tasks while working in high-pressure situations and meeting tight deadlines.
- **Management:** Comfortable in coaching or mentoring staff and promoting staff development towards the key goal of succession planning. Ensure the appropriate organizational structure and staffing are in place for effective and efficient operation of the Town.
- **Policy Advice:** Provide sound policy advice to Council and appropriately assists Council Members as required. Ensure that Council is informed of its legislative responsibilities and all other relevant information necessary to make decisions on municipal matters, including operating and capital budgets. Politically astute, understanding implications locally, regionally and provincially.
- **Communication:** Ensure clear and concise communication with Council and senior staff. Uses an open and honest communication style with all audiences demonstrating candour and respect.

- ***Interpersonal Skills:*** Effectively build relationships with various stakeholders. Work comfortably with individuals and committees of varying backgrounds. Possess well-developed negotiating skills and can facilitate productive negotiations with tact and diplomacy. Demonstrate a commitment to ongoing regional working relationships and the willingness to positively promote and support the Town and the region.
- ***Financial Management & Reporting:*** Collaborate with senior management to ensure timely, efficient budgeting practices and accurate financial reporting. Provide timely reporting and ensure that Council remains informed of the progress of Council's goals and priorities and that the Town is meeting regulated reporting requirements and recognized best practices.

## **EXPERIENCE REQUIREMENTS**

The ideal candidate will have:

- A minimum of five (5) years in a senior municipal government position or equivalent experience is preferred. Candidates with experience in leadership with demonstrable business and financial acumen will also be considered.
- A Certified Local Government Manager (CLGM) designation is desirable; however, other combinations of experience and credentials will also be considered.

## **EDUCATION REQUIREMENTS**

- Post-secondary degree in Public or Business Administration, Engineering, Accounting or another related discipline is preferred.
- An equivalent combination of education and work experience may be considered.
- A National Advanced Certificate in Local Authority Administration, Certified Local Government Manager Designation would be considered an asset.

## **COMPENSATION:**

A competitive compensation package, including an attractive salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

Please submit your resume to: [recruitment@highlevel.ca](mailto:recruitment@highlevel.ca)

Application deadline: May 23, 2024