



The Village of Andrew, with a population of approximately 425, is the centre of a thriving mixed farming and oil and gas region. As well as educational services, the community offers excellent recreational facilities with many nearby lakes and rivers and close proximity to a variety of year-round outdoor pursuits. The community is also within easy driving distance to Edmonton and greater area.

The Chief Administrative Officer is responsible for the overall administration of the Village of Andrew and should have the following competencies:

- Proven ability to provide overall leadership for the planning, development, and management of a variety of municipal services and to provide well researched guidance to Council and staff.
- Proven ability to create and lead a participative workplace with a cohesive management team that promotes and sustains a productive workplace with excellent customer service.
- The ability to see municipal services from a regional perspective and to develop and foster shared services and partnerships with other municipalities.
- The ability to develop a presence in the community and collaborate with other community partners, industry, and government in attracting and fostering economic development.
- Proven ability to liaise effectively with Council, other elected officials, residents, developers, community groups, and other levels of government, with effective communication, facilitation, and conflict resolution skills.
- Analytical ability in preparing reports and compiling information for Council, together with a good knowledge of and proficiency in all related information technology.
- The knowledge and ability to minimize unnecessary bureaucracy and ensure the most time and cost-efficient administration of all municipal services.

The successful candidate will have progressively more responsible experience in relevant areas of municipal administration, together with post-secondary education in a related discipline. CLCM designation, or close to completion, is preferred.

Remuneration is negotiable and will be commensurate with your experience, knowledge and abilities. A comprehensive benefits package is also provided.

Applications are preferred by email to vandway@mcsnet.ca. Please reply in confidence by March 31, 2021