



COUNTY OF MINBURN NO. 27

CHIEF ADMINISTRATIVE OFFICER EMPLOYMENT OPPORTUNITY

The County of Minburn has a population of 3,188 and is located in east-central Alberta in the parkland area east of Edmonton with the Administration office located in Vegreville, Alberta. The County covers an area of approximately 55 miles (88 km) east to west and 30 miles (48 km) north to south, encompassing 41 townships. The County is encompassed by rich farmland, small friendly communities, bountiful wildlife, beautiful scenery with many miles of county roads.

The current County Chief Administrative Officer position is vacant. Council is seeking a dynamic, knowledgeable person to be part of the County team as Chief Administrative Officer.

The successful candidate will have:

- Experience in relevant areas of municipal administration.
- Post-secondary education – preferably a Society of Local Government Managers (CLGM) designation and National Advanced Certificate in Local Authority Administration (NACLAA) Diploma.
- Minimum of 5 years in a senior municipal government position or equivalent experience.
- Strong working knowledge of the *Municipal Government Act* and other relevant legislation.
- A successful track record with supervision of administration.
- Knowledge and input into Budgets, Strategic Planning, Infrastructure and Transportation, Environment, Agriculture, Resource Industry, Health and Safety, and Policy Development/Implementation.
- A proven ability to liaise effectively with Council, staff, other elected officials, residents, developers, community groups and other levels of government.
- Exceptional personnel and human resources skills to manage and maintain an efficient workplace with excellent customer service.

The County of Minburn offers a competitive salary and participates in an excellent benefits/pension plan.

Interested applicants are invited to submit by **4:00 p.m., Thursday, October 27, 2022** their resume, cover letter and references electronically in confidence to pvincent@minburncounty.ab.ca or by mail marked "**Personal and Confidential**" to:

Pat Vincent CLGM
Interim CAO
County of Minburn No. 27
Box 550
Vegreville, AB T9C 1R6

The County of Minburn thanks all applicants for their interest. However, only those selected for an interview will be contacted for further information.