



Municipal District of Smoky River No.130

P.O. Box 210 FALHER, ALBERTA T0H 1M0

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CHIEF ADMINISTRATIVE OFFICER

Organization: Smoky River Municipal District No.130

Region: Alberta

Application deadline: Until a suitable candidate is found.

Type: Permanent Full Time

Reports to: Reeve & Council

POSITION DESCRIPTION:

Smoky River Municipal District No.130 is seeking a Chief Administrative Officer (CAO) who will embrace and lead the MD's dedicated and talented team. This role will appeal to individuals with a proven track record of leadership, financial acumen, political savvy, and the ability to work collaboratively with Council, staff, citizens, government, and other community partners.

The CAO reports to Council and provides professional advice, ensures the resolutions, bylaws, policies, and plans are implemented, and keeps Council informed on progress and on emerging issues. Also responsible for the overall administration of municipal operations, working together to support the development and implementation of strategic objectives and policies in accordance with legislation.

The Successful candidate is expected to demonstrate strong financial leadership, and nurturing relationships with government, businesses, and stakeholders to attract business and industry to the municipality.

RESPONSIBILITIES AND DUTIES:

1. Legislation

- 1.1 Develop and provide appropriate policy advice to Council, ensuring that proposed policies are within the legal limitations of the *Municipal Government Act* (MGA) and all other legislation.
- 1.2 Maintain an understanding of Municipal Legislation (MGA)
- 1.3 Assist in lobbying provincial and federal officials by preparing resolutions for Rural Municipalities of Alberta (RMA), Federation of Canadian Municipalities (FCM) or any other organization as needed.
- 1.4 Provides leadership to ensure that all Municipality's policies and programs of the municipality are efficiently coordinated, implemented, and delivered in a responsive way consistent with Council identified priorities.
- 1.5 Attend all Council and Committee meetings and any other meetings as requested by Council.
- 1.6 Offer advice and guidance to Council members as required; Prepare Council agenda packages.
- 1.7 Inform Council of emerging issues and developments relating to the operation and affairs of the Municipality.
- 1.8 Support Council in determining policy by providing information such as other levels of government objectives, social and economic trends, advice of staff, positions advocated by community groups and local businesses.

1.9 Track major issues and advise council on progress, anticipated problems, and decision points.

2. Administration

- 2.1 Recruit, train and evaluate Directors, discipline, and terminate Directors and approve the hiring and termination of all other staff.
- 2.2 Delegate responsibility to the department heads; establish deadlines, follow-up with staff and offer guidance as needed.
- 2.3 Establish communication with the department heads, ensuring staff are made aware of all Council decisions pertaining to their respective departments.
- 2.4 Negotiate contracts, agreements, and transactions required for the effective operation of the Municipality and recommend the approval of such by Council.
- 2.5 Liaison between industry, developers, regional municipalities, Committees, Commissions and Council.
- 2.6 Attempt to resolve conflicts between staff and management and between the public and municipal employees, as necessary.
- 2.7 Ensure the appropriate organizational design and staffing is in place for the effective and efficient operation of the Municipality.
- 2.8 Sign any order, agreement, cheque, negotiation instrument, or document made or executed on behalf of the Municipality.
- 2.9 Performs other duties as may be requested by Council or required by bylaw, order, statute, or regulation.
- 2.10 Delegate any duties to the directors as appropriate.

3. Finance

- 3.1 Oversee the preparation of the annual budget and provide Council with recommendations on priorities.
- 3.2 Monitor and manage the fiscal activities of the organization, ensuring effective control and sound fiscal management.
- 3.3 Investigate and pursue grant funding through various avenues and partnerships for the benefit of the municipality.
- 3.4 To oversee, review, advise, and update Council on municipal assets, debentures, and investments.
- 3.5 Ensure appropriate reserve fund management to address and plan for future Capital requirements.
- 3.6 Ensure that Council is informed of their legislative responsibilities and authorities and all other relevant information necessary to make informed decisions on municipal matters, including in respect to Operating and Capital budgets.

QUALIFICATIONS:

SKILLS REQUIREMENTS:

Candidates need to show evidence of the following:

- Strong leadership skills.
- Ability to communicate effectively and maintain positive relationships.
- A high degree of personal initiative, integrity, and professionalism.

- Commitment to fostering a workplace of respect, diversity, and inclusion.
- Thoroughly experienced in using Office 365 would be beneficial.
- Strategic thinking style and creative problem-solving mindset.
- Ability to deal effectively with high pressure and challenging situations.
- Demonstrated ability and willingness to develop positive relationships with diverse stakeholder groups, including but not limited to, industry, government, Indigenous groups, and members of the public.
- Political awareness and sensitivity, with the ability to adapt management and communication styles to the needs of Council.

WORK EXPERIENCE REQUIREMENTS:

- The ideal candidate is a proven leader, with relevant post-secondary education and senior management experience in the public sector in a rural setting. Minimum of five (5) years in a senior municipal government position or equivalent experience is preferred.
- Candidates who bring strong leadership together with demonstrated business and financial acumen from working with other complex organizations will also be considered.
- A Certified Local Government Manager (CLGM) designation is likewise desirable; however, other combinations of experience and credentials will also be considered.
- Experience working in a public sector environment with unionized and non-unionized employees is considered an asset.

EDUCATION REQUIREMENTS:

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

OTHER REQUIREMENTS:

- Valid Alberta Class 5 Driver's License
- Criminal Record Check

SAFETY:

As an employee of the Municipal District of Smoky River No.130, the incumbent is responsible and accountable for knowing and working in accordance with the organization's Occupational Health and Safety Administrative Directive. As per section 2 of the Occupational Health and Safety Act, the incumbent shall ensure while employed with the Municipality the health and safety of employees, contractors, and the public.

WORK ENVIRONMENT:

The position of CAO for Smoky River Municipal District No.130 will be very rewarding, yet demanding in nature, with high cognitive and psycho-social demands, extended work hours and travel off-site as required. A genuine passion and commitment to the MD is essential, with a willingness to be embedded and visible in the community. It is preferred that the successful candidate will reside within the municipality.

COMPENSATION:

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

EQUAL OPPORTUNITY:

The MD of Smoky River is committed to equity, diversity and inclusion and welcomes applications from all qualified individuals.

Please visit the website <https://www.mdsmokyriver.com/> to find the CAO handbook for a more comprehensive understanding of the role and its responsibilities.

Qualified applicants should submit their resume in PDF format to:

Rita Therriault, CAO

E-mail: rtherriault@mdsmokyriver.com

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