



NORTHERN SUNRISE COUNTY

CHIEF ADMINISTRATIVE OFFICER

A truly unique opportunity to work in this vibrant County has opened up and we are inviting qualified individuals to apply. If you enjoy working in an environment that encourages development, fosters growth, and looks at the big picture, this position will interest you.

The County is located east of the Town of Peace River. It has an abundance of natural resources with the third largest oil sands development in Alberta, some of the finest agricultural land and wilderness areas for fishing, hunting, and camping. We have a rich cultural heritage and a population of industrious and innovative residents. The County is a large rural municipality containing 2,224,815 hectares of land, and over 1500 kilometers of roads.

Council are currently searching for a Chief Administrative Officer (CAO) with a strong customer service focus, internally and externally. Reporting directly to Council, the CAO ensures that the programs and services of the municipality are delivered in accordance with Council-approved policy, manages the administration of the municipality, and makes certain all services are delivered in a professional, effective, and efficient manner. The Chief Administrative Officer (CAO) will oversee 7 Directors, and approximately 50 full time staff, and direct combined budget expenditures of \$37 M.

The CAO will utilize superior communication talents to establish sound processes both internal and external to the organization. The successful candidate will provide leadership that will inspire, develop, and maintain a safe and empowering work environment for the staff, while fostering positive relationships with its regional partners especially the public.

The ideal candidate will possess:

- Experience as a CAO or Senior Manager in a municipal government environment or in a Senior Management position in a non-governmental organization coupled with post-secondary education in a related discipline or in the process of completing certification in local government management.
- Proven ability to create and lead a participative, productive and positive environment with a cohesive team that promotes and sustains workplace excellence.
- A strong commitment towards the development, delivery, and encouragement of high quality customer participation and service.

- The demonstrated ability to communicate and effectively interact with the public, to work collaboratively with Council and staff, and to build partnerships within the County and surrounding municipalities while effectively representing the interests of the community.
- The capability to provide overall leadership for the development of a strategic vision that can both attract and retain businesses and residents.
- A strong working knowledge of the *Municipal Government Act* and the political landscape in Alberta.
- Sound knowledge of municipal finances with proven budget planning and development experience.

Please visit our web site for a detailed job posting www.northernsunrise.net. We offer consistent working hours that afford a positive quality of life, a competitive salary/benefit package and relocation allowance. Suitable applicants may forward their cover letter, resume and 3 references to:

Teresa Dejonghe PCP, HR Administrator
Northern Sunrise County
Bag 1300, Peace River, AB T8S 1Y9
Phone: 780 624 0013 Fax: 780 624 0023
c/o tdejonghe@northernsunrise.net

The job posting will remain open until a suitable candidate is found. We would like to thank all applicants and advise that only those to be interviewed will be contacted.