

# Chief Administrative Officer Opportunity, Town of Valleyview, AB

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## ***Our Thriving Community***

"At the Crossroads to Opportunity" Valleyview, ([valleyview.govoffice.com](http://valleyview.govoffice.com)) located 350 km north of Edmonton and 115 km east of the City of Grande Prairie, is on a major north/south corridor strategically positioned for northern access and adventure. The Town's population of nearly 2,000 people

serves a regional agricultural, forestry and energy hub of 7,000 people, supporting economic activity within northwestern Alberta. Valleyview has four schools; numerous recreation facilities; a hospital, ancillary medical services, and adult education through Northern Lakes College.

The Town provides year-round opportunities for its active citizens including the Valleyview and District Agricultural Society's Annual Fair and Rodeo, raft races, snowmobiling, hiking, camping and fishing. Affordable housing, countless recreational activities, business opportunities, and its strategic location make Valleyview 'The Portal to the Peace!'

## ***Is This CAO Position for You?***

### **Can you?**

- Bring a 'can-do', results-oriented attitude to the role
- Deliver consensus building leadership within the community and region
- Offer a creative, innovative, and entrepreneurial approach to community planning and problem solving
- Administer municipal operations in accordance with policies and plans approved by Council
- Apply best practices in management and professional leadership
- Monitor task performance while being sensitive to coaching and mentoring the development of staff
- Deliver participative, visible leadership within a team environment
- Present and update a long-term vision of sustainable municipal planning
- Communicate skillfully within internal and external stakeholders
- Negotiate and mediate both labour and contractual obligations
- Respect the Municipal Government Act achieve local service delivery preferences
- Provide Municipal Land Planning and Land Use Development knowledge, and familiarity with Engineering Standards and construction methods

### **Do you Possess?**

- Public, municipal or business administration education
- Knowledge and experience in progressively responsible management positions
- Excellent verbal and written skills
- Desire to achieve success as CAO for the Town

### ***Get in Touch***

***Please refer to our website for additional applicant detail prior to submitting an application. This competition closes May 29, 2014.***

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