

**Benefit from work-place**

# balance

The Town of Sylvan Lake is a thriving, connected lakeside community that is resident focused, visitor friendly and THE place to do business. Fifteen minutes from Red Deer, and an hour and a half from both Calgary and Edmonton, we offer the amenities of a larger center with the relaxed living atmosphere of a smaller community. With abundant year-round recreational and cultural activities, we have definitely earned the name of “Brilliant All Year!”

The Town of Sylvan Lake’s mission is to deliver responsible municipal services and infrastructure that support an outstanding quality of life, unforgettable experiences, and a strong, diverse economy. We achieve that through our values of integrity, accountability, engagement, innovation, diversity and inclusion and our highly skilled workforce.

## **TEMPORARY CONTRACT OPPORTUNITY - CHIEF ADMINISTRATIVE OFFICER**

With the recent departure of our current CAO, we are looking for someone to temporarily take on the role of Chief Administrative Officer for the Town of Sylvan Lake for approximately 4 months while we conduct a search for the individual best suited to lead us into 2025 and beyond.

The candidate best suited for this temporary role will be someone with significant experience able to hit the ground running - someone that understands the challenges of the role of public service and models the respect and resiliency that our organization has come to expect and appreciate. The temporary CAO’s key roles will be to advise and inform Council in the governance of the organization, ensure the maintenance of the Town of Sylvan Lake’s policies and programs and support administration in their planned operations of the municipality.

If you have 7-10 years’ experience in a CAO role in local government, a degree in public or business administration or other municipally related functions and have proven experience in leading strong teams, we’d like to hear from you.

If this position interests you, please submit your resume with cover letter in confidence specifying this position in the subject line by 4:00 October 31, 2024, by email to: [employment@sylvanlake.ca](mailto:employment@sylvanlake.ca). To fill this position as quickly as possible, we will be reviewing resumes as received and may conduct interviews with qualified candidates prior to the position’s closing date, depending upon availability.

*The Town of Sylvan Lake is an equal opportunity employer and strongly supports diversity in the workplace; all candidates who are authorized to work in Canada and meet the qualifications are welcome to apply. We thank all applicants for their interest in this position; however, only those candidates who are selected for an interview will be contacted.*