

EMPLOYMENT OPPORTUNITY

CHIEF ADMINISTRATIVE OFFICER

We're looking for someone with integrity, energy and passion; someone that understands the role of public service and models respect and resiliency through their leadership to take on the challenging role of CAO - the Chief Administrative Officer – for the Town of Sylvan Lake.

The CAO is the administrative head of the municipality and reports to Council. The CAO has two key roles - to advise and inform Council on the operations of the municipality and to implement the Town of Sylvan Lake's policies and programs.

The CAO is depended upon and trusted by council to provide sound, unbiased, strategic advice and to be the change agent that leads the management team in guiding staff in the right direction as they implement the actions that will achieve our goals within a corporate culture that is inclusive, focused and values based.

This is where you come in.

If you have 7-10 years in a senior role in local government, a degree in public or business administration or other municipally related function and proven experience in strategic planning, financial management, organization development, building teams, and effective employee relations, we invite you to review the opportunity profile and job description to see if there might be a good fit between your skills and the Town of Sylvan Lake.

We are accepting resumes until end of day January 13, 2025. Please see our website, www.sylvanlake.ca, for more details and how to apply.