



Town of **SLAVE LAKE**

EMPLOYMENT OPPORTUNITY **CHIEF ADMINISTRATIVE OFFICER**

A rewarding, exciting and challenging experience awaits!

Are you a strategic powerhouse with a knack for keeping operations seamless and teams thriving? We're looking for a dynamic Chief Administrative Officer to drive efficiency, innovation, and organizational excellence!

Reporting directly to Council and is the senior administrator for the Town of Slave Lake providing information, advice, and recommendations to Council on issues that affect the municipality to ensure that Council makes informed decisions. The CAO represents the municipality as a key contributor for matters involving the province and other municipalities. The CAO is a motivational leader who guides a team of Directors and Managers overseeing the human, financial, and physical resources of the municipality to ensure that Council's policies, and directives are carried out and exceed the legislated public service needs in accordance with the Council's policies and directives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major

- Recognizes staff as a critical asset of the organization.
- Hires, manages, and develops the best possible employees to produce sustained levels of successful performance.
- Sets a positive example through his/her demeanor and work habits.
- Demonstrates a take charge attitude to achieve results.
- Takes unpopular stands when necessary and addresses important and difficult issues. Acts as a catalyst for change and continuous improvement.
- Handles conflict and crisis effectively and stays calm under pressure.
Achieves common goals through cooperation and commitment of staff.
- Recognizes and respects the value each member contributes to the organization.
- Encourages the team to contribute ideas and opinions during department discussions and planning.
- Understands business fundamentals and strategies.
- Links long-range vision and concepts to daily work.
- Has a sophisticated awareness of the impact of the external environment on strategies and how external factors affect choices.
- Works effectively within Town structures, stakeholders, and relationships.
- Identifies decision-makers and the individuals who can influence and work with them to achieve objectives.
- Establishes, builds and maintains strong relationships and a network of contacts to keep a pulse on Town' political and internal issues and to make informed decisions.
- High degree of interpersonal skill, tact, and diplomacy.
- Maintains ongoing contact and dialogue with members of Council and various stakeholders at all levels and external contact with Community stakeholders and partners, the provincial and federal governments, the media, and related organizations to provide and exchange information and solve problems.
- Innate drive to achieve or surpass identified goals. Establishes performance objectives and measures to continuously improve performance and the standard of excellence.
- Develops realistic goals and objectives while maintaining close attention to important details. Oversees budgets to

acceptable variance levels and exercises fiscal prudence and accountability.

- Ensures that each service department has policies and procedures in place that meet the legislative requirements, Council directives and functions within the financial and human resource constraints of the municipality.
- Regular scheduled review and interaction of policies are fundamental for a progressive community.
- Works closely with the Director of Finance to ensure that the strategic business plan(s), both short and long term, for the Town are implemented in a timely, accountable, and fiscally responsible manner.
- Providing leadership during the preparation and presentation of operating and capital budgets. Presenting budget proposals, recommendations and observations to Council that complement short and long-term fiscal objectives of the organization.
- Provides leadership, guidance, and vision for the general overall internal and external workings of the Town by providing the link between department managers, councilors and the public.
- Develop procedures for the Town that recognize liability issues and manages both legal and insurance risks.
- Ensures that the records of the Town are secure and maintained for the required terms.
- Performs the duties and functions and exercises the powers assigned to the Chief Administrative Officer in accordance with the Municipal Government Act. Clearly delegates the duties to the department managers as designated officers.
- Presents proposals to Council on policy, project and financial initiatives and issues, using key staff and selected outside advisors when necessary.

Public Communications

- Is the key public spokesperson for the Town on operational and technical issues and defers to the Mayor on political issues. In all daily aspects the incumbent operates in a manner that ensures that administratively the Town's local economy is promoted.

AUTHORITIES OF THIS POSITION:

- As outlined in the Chief Administrative Officer's bylaw.
- Grievance and discipline duties for those unresolved employee/employer situations.
- Final authorization of all terminations and commencements.
- Approve requisitions to \$80,000.00. Award purchase contracts to \$80,000.00 in value.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- A Bachelor of Public Administration, Business Administration or related discipline required. (Equivalent proven experience considered).
- Eligibility for membership in the Society of Local Government Managers.
- Further study in local government management, preferably as it relates to Alberta, is desirable.
- A minimum of 5 years intermediate/senior management experience, in municipal government.
- Possess a valid Class 5 Driver's license.

SKILLS REQUIRED:

- Legislation relating to, or relevant to, the position such as the Municipal Government Act, Employment Standards, Freedom of Information and Protection of Privacy, Societies Act, Individual Rights Protection.
- Knowledge of preparing and presenting reports.
- Knowledge of finance, accounting, budgeting, and cost control procedures.
- Knowledge of the Municipal Policies and Procedures.
- Computer programs including but not limited to Microsoft Outlook, MS Word, Excel, and Publisher.
- Superior communication skills both written and oral.
- Ability to work in a team environment.
- Strong leadership, organizational and time management skills.
- Experience working with council, committees, and boards.
- Experience in policy development and working with elected officials.
- Maintain confidentiality and consideration when dealing with staff and public.
- Ability to analyze and solve problems.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies

in a diverse community.

- Ability to supervise and lead staff.

Note: The above is not intended to be an exhaustive list of all the responsibilities and activities required for this position but gives a general nature and level of work being performed by the incumbent.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Long periods of sitting.
- Extensive use of computer and telephone.
- Good lighting, temperature, and noise control.
- Normal working day consists of a maximum of 7.5 hours; however, occasional extended hours may be required.

HEALTH & SAFETY:

All personnel working at the Town of Slave Lake are governed by the Health & Safety Policy.

- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.
- Ensures all operations are conducted in a safe manner and in accordance with Town Policies and all Occupational Health and Safety Rules and Regulations.

COMPENSATION AND REWARDS:

The Town of Slave Lake offers a competitive salary, excellent benefits and an employer matched pension plan. We foster a culture of learning and development to support employees as they grow, through a variety of employee development initiatives, an education assistance program and special project opportunities.

How to apply:

1. A cover letter clearly indicating the position title, accompanied by an up-to-date resume is required.
2. Shortlisted candidates will undergo a skills and personality assessment test.
3. The successful candidate will be required to provide professional references and an acceptable criminal record check.

Send your cover letter and resume (ensuring to include the job title in your email subject heading) to:

Human Resources, Town of Slave Lake
10 Main Street S.W. P.O. Box 1030, Slave Lake, Alberta T0G 2A0
E-mail: hr@slavelake.ca

PLEASE NOTE: The opportunity will be posted from March 3, 2025 and close on March 31, 2025

We thank all applicants for their interest; however, we will contact only those under consideration.