



Town of Didsbury, AB

Chief Administrative Officer (CAO)

Located in the foothills of the Rocky Mountains in Mountain View County, the Town of Didsbury (www.didsbury.ca) is home to over 5,200 residents, and is a significant player in a key economic trading area in central Alberta.

Reporting to the Mayor and six Councillors, the Chief Administrative Officer (CAO) is responsible for guiding the day-to-day affairs of the Town as outlined in the Municipal Government Act (MGA), Town bylaws, and policies as set by Council. With over 100 total staff, and a combined budget of over \$16M, the Town of Didsbury embodies its vision as “The Place To Grow” for families, businesses, and opportunities alike.

The CAO will:

- ✓ Provide effective advice and support to the Mayor and Council in developing, implementing, and executing policies and strategies.
- ✓ Deliver solid leadership to the senior management team and Town staff.
- ✓ Ensure that Town staff are committed to providing the highest level of service to the general public and the business community through clear and transparent communication.
- ✓ Work closely with the Mayor and Council, as well as regional partners, to implement an economic development strategy in order to promote local businesses, and attract new businesses to the Town of Didsbury.

You will possess:

- ✓ A post-secondary degree or diploma in Public Administration and/or significant and relevant direct involvement in senior management, coupled with executive leadership experience in a dynamic organization within a municipal environment.
- ✓ A proven record of working effectively with elected officials, local government staff, community volunteers, boards and committees, the school board, key stakeholders, and public participation processes.
- ✓ Solid fiscal management experience and expertise, especially around planning and budgeting. The ability to convey financial information in a manner that can be clearly understood by others.
- ✓ Working knowledge of the MGA and other relevant municipal legislation, as well...a CLGM designation would be an asset.
- ✓ Experience with planning and land development practices, as well as implementing capital works and infrastructure improvement programs.
- ✓ An understanding of, and appreciation for, good governance.

For further information please visit our website, or contact:

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