

EMPLOYMENT OPPORTUNITY CHIEF ADMINISTRATIVE OFFICER (CAO)



The Village of Munson is seeking a motivated and experienced individual to join the organization as a Chief Administrative Officer (CAO). The CAO reports directly to Council and will work alongside Council to implement the objectives, policies and programs approved by Council and in accordance with the Municipal Government Act, the Village's bylaws and other applicable legislation.

The preferred qualifications for this position include:

- ✓ Experience in municipal administration or governance with demonstrated knowledge of the Alberta Municipal Government Act (MGA), or willingness to learn
- ✓ Financial management skills, including budgeting, reporting and grant administration
- ✓ Exceptional organizational, communication, and interpersonal skills and maintain a high level of efficiency, productivity and be able to multitask
- ✓ Post secondary education in Public Administration, Business Administration or NACLA Level One or higher is an asset

The key responsibilities and Functions will include but are not limited to the following:

- ✓ Prepare and present reports, recommendations and budgets to council and ensure minutes are recorded accurately
- ✓ Oversee all municipal operations, including financial management, infrastructure and service delivery
- ✓ Develop and implement long-term plans to ensure sustainability and community growth
- ✓ Ensure compliance with all Village Bylaws and policies and recommend updates and changes to council as required
- ✓ Plan, organize and manage the Village staff, including but not limited to, public works, recreation, and administration

The successful candidate will be expected to work two (2) to three (3) days per week. There are benefits, vacation and sick leave available along with a fair salary that is reflective of the village's size. A clear criminal record check must be completed prior to commencement of employment. If this opportunity is of interest to you, please forward your resume and cover letter to the address below by no later than 4:00 p.m. on Friday November 14, 2025.

Starland County
PO Box 249
Morrin, AB, T0J 2B0
Attention: Human Resources Coordinator
Email: hr-office@starlandcounty.com
Fax: 40.3772.0015

We thank all applicants for their interest, however, only those selected for an interview will be contacted