



Job Title: Chief Administrative Officer

Requisition ID: 3394

Position Type: Permanent Full Time

Job Location: Fort McMurray

Closing Date: November 30, 2025

We strive to make our hiring process accessible to all candidates. If you require accommodation for the interview or any other part of the application process, please let us know.

GENERAL DESCRIPTION:

The **Chief Administrative Officer** (CAO) serves as the Municipality's most senior administrative leader, performing the duties and exercising the powers assigned under the Municipal Government Act and other applicable legislation. The CAO is responsible for executing Council's strategic direction and vision by providing professional advice, implementing Council resolutions, bylaws, policies and plans, and keeping Council informed on progress and emerging issues.

The CAO provides overall leadership and oversight of the organization, ensuring the effective management of financial, physical, and human resources. This includes proactively identifying risks and ensuring that mitigation strategies and plans are in place to protect the Municipality's interests, maintain business continuity, and support service delivery. The CAO also fosters positive public relations, represents the Municipality with external organizations and all levels of government, fosters meaningful community engagement, and manages issues involving residents or other interest groups.

As a leader, the incumbent upholds the Municipality's organizational values and is accountable for fostering a healthy, safe, respectful, and inclusive workplace. Leading by example, the CAO promotes the Municipality's cultural competencies of personal accountability, continuous improvement, effective communication, collaboration, excellence in customer service, and support for common goals.

Primary responsibilities of this position include:

Advice and Support to Council

- Provide information and advice to Council to enable sound decision-making, ensuring that Council is made aware of reasonable policy options and CAO recommendations.
- Ensure that Council's direction is implemented.
- Track major issues and advise Council on progress, anticipated problems, and decision points.
- Inform Council of emerging issues and developments relating to the Municipality's operations and affairs.
- Establish and maintain a productive and sound relationship with Mayor and Council.

Execution of Strategic Direction

- Facilitate and support Council in the development of the Municipality's strategic plan, providing informed input on administrative matters.
- Ensure the effective and efficient implementation of Council's strategic plan, regularly monitoring progress and keeping Council informed of key developments, milestones, and emerging issues.
- Oversee other organizational planning and priority setting processes.

Leadership of the Organization

- Provide overall leadership to the organization in alignment with the objectives, policies, and plans approved by Council, ensuring that municipal operations are guided by strategic priorities and delivered with integrity, efficiency, and accountability.
- Communicate the Municipality's mission, vision, values, and strategic direction to employees to create an understanding of everyone's role in accomplishing goals and objectives.

- Provide professional and inspirational leadership to all employees. Model the values of the Municipality and promote a positive, safe, and collaborative work environment.
- Ensure the Municipality has an appropriate organizational structure and staffing in place to support effective and efficient operations, aligned with strategic objectives and service delivery requirements.
- Support the continued advancement of diversity, equity, and inclusion strategies at the Municipality by promoting their integration across the organization and guiding their ongoing development.
- Apply sound human resource practices to manage employees and inspire high performance.

Financial and Administrative Management

- Anticipate and plan for the Municipality's long-term financial needs to ensure fiscal sustainability.
- Oversee the preparation of the annual budget and provide Council with recommendations on priorities.
- Monitor and manage the Municipality's financial activities, ensuring effective controls and sound fiscal management practices.
- Ensure the implementation of all recommendations as approved by the Audit and Compliance Committee.
- Ensure that records and administrative processes are maintained in accordance with the Municipal Government Act and other relevant legislation.

External Relations and Community Engagement

- Promote and maintain good public relations.
- Represent the Municipality's interests when dealing with external organizations, agencies, and all levels of government.
- Understand the external and internal environment as well as the interests and needs of interest holders, employees, and residents.
- Demonstrate consistent, effective, and meaningful engagement with respect to Truth and Reconciliation and the Calls to Action that the Municipality has identified for implementation.
- Effectively handle disputes or complaints involving residents or other interest groups.

Business Continuity and Emergency Management Leadership:

- Proactively prepare for and provide organizational leadership during major events, including operational disruptions, emergencies, and disasters.
- Fulfill all CAO responsibilities as outlined in the Municipality's Emergency Management Bylaw.
- Approve the Municipality's Emergency Management Plan (EMP), addressing all phases of emergency management as developed and recommended by the designated Director of Emergency Management.
- Approve administrative directives, business continuity plans, and related materials that support the EMP.
- Provide recommendations to Council and/or the Emergency Advisory Committee regarding policies, programs, and budgetary requirements necessary to maintain and enhance the effectiveness of the EMP.
- Appoint members and actively participate in the Municipality's Emergency Management Agency (EMA).
- Provide strategic and operational direction, in consultation with designated subject matter experts.
- Engage with internal and external partners to ensure collaboration, alignment, and community resilience.

SKILLS REQUIREMENTS:

Candidates need to show evidence of the following:

- Exceptional leadership, communication, and strategic planning skills.
- A high degree of personal initiative, integrity, and professionalism.
- A demonstrated commitment to fostering inclusive, respectful, and high-performing workplace cultures.
- Capable of both working independently and within a team environment.
- Strategic thinking style and creative problem-solving mindset.
- Ability to deal effectively with high pressure and challenging situations.
- Sound understanding of municipal government administration and the Municipal Government Act.
- Broad knowledge of current affairs, municipal, provincial, and federal politics.
- Demonstrated ability and willingness to develop positive relationships with diverse interest groups, including but not limited to, industry, government, Indigenous groups, and members of the public.
- Awareness and understanding of Indigenous culture, issues, communities, and protocols.
- Political awareness and sensitivity, with the ability to adapt management and communication styles.

EDUCATION:

- Degree in Public or Business Administration, Engineering, Accounting, Land Use Planning and Development, or other related discipline is required.
- Certificate in local government administration is an asset.
- An equivalent combination of education and work experience may be considered.

EXPERIENCE:

- Fifteen (15) years of experience in senior leadership roles, with an understanding of government or board governance is required. This experience must include managing large amounts of information, making difficult decisions in complex situations, negotiating, administering and controlling budgets, and establishing innovative solutions for operational and community issues.
- Experience working in a public sector environment with unionized and non-unionized employees is an asset.

OTHER REQUIREMENTS: Ability to provide a Criminal Record Check for review and acceptance.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per section 2 of the Occupational Health and Safety Act, the incumbent shall ensure while in the employ of the Regional Municipality of Wood Buffalo the health and safety of employees, contractors, and the public. This position is employed in a supervisory capacity. As such the employee is required to obtain additional safety training in accordance with municipal procedures and directives.

**To apply: Applications must be submitted online at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants, however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**