



DRAYTON VALLEY

EMPLOYMENT OPPORTUNITY

Chief Administrative Officer

Permanent Full-Time Position

QUALIFICATIONS/EXPERIENCE

- A minimum of 10 years of progressive senior management experience, with a minimum of five years leading in a municipal setting.
- Post-secondary credentials in public administration, business, finance, or a related field.
- A combination of education and relevant experience may be considered.
- A proven record of working effectively with elected officials, highly skilled staff, ratepayers, business leaders, and community groups.
- Comprehensive knowledge of the Alberta Municipal Government Act (MGA) and related legislation.
- Strong business mindset with the ability to manage finances, operations, and strategic priorities effectively.
- A commitment to fostering a positive workplace culture and continuous improvement.
- Completion of National Advanced Certificates in Local Authority Administration (NACLAA) Level I and II and an active Certified Local Government Managers (CLGM) designation would be an asset.
- Proven leadership, facilitation, negotiation, and mediation skills.
- Excellent written and verbal communication skills.
- Ability to deal with sensitive matters in a courteous, tactful, and diplomatic manner.
- Personal integrity and a strong sense of ethics.

ABOUT THE ROLE

Drayton Valley is a dynamic, close-knit community of 7,200 residents, set atop the scenic North Saskatchewan River valley. As the hub of a thriving regional trading area, the Town offers a wide variety of services and amenities typically associated with larger centres, while maintaining the warmth and character of a smaller community.

Here, you'll find towering evergreens instead of skyscrapers, riverside trails instead of traffic jams, and a lifestyle that blends tranquility, adventure, and strong community spirit. In Drayton Valley, you're never just another face in the crowd — you belong.

<https://thisisdraytonvalley.com/>

The **Chief Administrative Officer (CAO)** is the administrative head of the Town of Drayton Valley and serves as the primary link between the elected Council and municipal administration. Reporting to an elected Council of seven, the CAO provides effective leadership, advice, and support to ensure the efficient and sustainable delivery of all municipal services in accordance with the Municipal Government Act (MGA) and Council-approved policies, bylaws, and strategic priorities.

Compensation

The Town of Drayton Valley offers a competitive salary and compensation package commensurate with qualifications and experience.

APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience, and qualifications as they relate to this position and submit via email to admin@rfconsulting.ca

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

Applications will be accepted until suitable candidate is found

JOB DESCRIPTION

POSITION:	Chief Administrative Officer
DEPARTMENT:	Administration
REPORTS TO:	Mayor and Council
JOB TYPE:	Administration
LOCATION:	Civic Centre

GENERAL ACCOUNTABILITIES

The Chief Administrative Officer (CAO) is the administrative head of the Town of Drayton Valley and serves as the primary link between the elected Council and municipal administration. Reporting to an elected Council of seven, the CAO provides effective leadership, advice, and support to ensure the efficient and sustainable delivery of all municipal services in accordance with the Municipal Government Act (MGA) and Council-approved policies, bylaws, and strategic priorities.

REPORTING RELATIONSHIPS

This position reports to: Mayor and Council

DUTIES & ESSENTIAL JOB FUNCTIONS

Council Relations & Governance

- Maintains a positive relationship with Council based on trust, dedication, and a commitment to open and transparent communication.
- Attends all Council meetings and committees of Council as the primary representative of administration and advisor to Council.
- Serves as a trusted advisor to Council, offering fact-based advice, transparency, research, and support for policy development and decision-making.

Financial & Resource Management

- Directs the development of budgets and establishment of financial controls, ensuring Council receives accurate and timely financial reporting.
- Directs the execution of all documents, agreements, and contracts approved by Council.

Organizational Leadership & Administration

- Responsible for managing the performance of administration, including all direct reports.
- Ensures the sustainable and efficient operation of the municipality in a manner that meets the performance goals and service expectations established by Council.
- Maintains compliance with all applicable legislation, provincial regulations, Council bylaws, and policies as enacted by Council.

Communications & Stakeholder Relations

- Promotes effective communication and collaboration between Council, staff, community stakeholders, residents, community organizations, and other levels of government.
- Builds and maintains positive working relationships with the community, regional partners, and other levels of government.

This position provides backup support to:

- All General Managers and direct reports
- Mayor and Council as required

WORKING CONDITIONS

- High-pressure, high-visibility environment with competing priorities and significant public accountability.
- Requires a high degree of discretion, professionalism, and personal integrity.
- May be required to attend evening Council meetings and community events outside of regular business hours.

DECISION MAKING ROLE

- Exercises broad independent judgment in managing municipal operations and administration.
- Requires Council approval for long-term strategy, major capital initiatives, and policy direction.
- Accountable to Council for all decisions related to municipal administration and service delivery.

QUALIFICATIONS AND EXPERIENCE

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