

Job Posting November 17, 2022.

DRAFT

The Village of Andrew Council invites applications for the position of Chief Administrative Officer (CAO).

The Chief Administrative Officer (CAO) is responsible for the overall operation and delivery of municipal services for the Village of Andrew in accordance with the Municipal Government Act and those assigned by Council.

Responsibilities:

- Maintain a positive and productive relationship with Council based on trust, commitment, and open communications.
- Prepare and submit reports and recommendations as required by Council and Council committees.
- Advise and inform Council of issues and developments and opportunities of an operational, legislative, economic development or political nature that relate to the interests of the Village.
- Ensure all powers, duties and functions prescribed under the Municipal Government Act (MGA) are fulfilled.
- Ensure the financial operations of the municipality are in accordance with the direction of Council and finances are recorded and reported in an accurate and timely way.
- Coordinate long-term land-use, economic development, financial, and capital planning.
- Ensure Bylaws and Policy's are up-to-date and maintained.
- Administer the Village web site and social media.
- Mentoring and supporting staff in their duties.

Education, Skills & Experience:

- Post-secondary degree /diploma in Public Administration/Business Administration/Commerce/Planning or other Municipal related areas, will be considered an asset.
- Being proficient in Muniware, would be consider an asset.
- Proficient in Microsoft Office applications.
- Excellent organizational, time management, and communication skills are required.
- Strong understanding of the principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of an elected Council.
- In addition, the applicant should have a solid understanding of infrastructure, planning, and development.
- Work well independently and within a team environment.
- Experience with Web site administration and social media will be considered an asset.

Compensation: Village of Andrew offers a benefits package, competitive salary, and participates in the Local Authorities Pension Plan (LAPP).

Hours of Work: Monday-Friday 8:30 a.m.- 4:30 p.m.

Closing Date: **December 31,2022 or as soon as a suitable candidate is found.**

Qualified candidates are requested to submit a cover letter, and detailed resume outlining their experience. Village of Andrew thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Application Return

Village of Andrew
Merwin Haight, Mayor
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Andrew, AB
T0B 0C0
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