



Chief Administrative Officer (CAO)

The Municipal District of Spirit River No.133

Job Title: Chief Administrative Officer

Department: Administration

Reports To: Council

Standard Hours: 40+ hours per week (dependent on contract negotiations)

OVERVIEW

Reporting directly to Council, the Chief Administrative Officer (CAO) will have responsibility for the overall operations and administration of the municipality including the leadership of the senior management team, providing business, policy guidance and technical advice to Council, and implementing Council decisions and directives ensuring the timely delivery of innovative programs and services, as well as a fiscally responsible budget while championing the corporate vision along with the programs and policies of Council, making certain all services are delivered in a professional, effective, and efficient manner.

The CAO oversees the daily operations of the Municipal Staff providing leadership that will maintain a safe and empowering work environment for the staff, while fostering positive relationships with its regional partners and the public. The CAO is a key leadership role responsible for the overall management and administration of the municipality's operations, reporting directly to the Municipal Council. The ideal candidate will be a strong leader with exceptional administrative, financial, and interpersonal skills, committed to serving the community and guiding the municipality toward its long-term goals.

TYPICAL DUTIES / QUALIFICATIONS / KNOWLEDGE / ABILITIES

Management and Leadership

- Provides leadership to Council and members of the senior management team to ensure the efficient, economical, and effective organization and administration of all departments and boards as determined by the by-laws of the MD.

- Ensures the effective and efficient implementation of Council's policies and programs in line with Council strategic priorities and ensures corporate compliance with all relevant statutory and regulatory requirements.
- Updates, in conjunction with Council and the senior management team, the vision and strategic direction for the Municipality.
- Ensures that effective financial management, information systems, planning, policies, and procedures are in place.
- Reviews the annual business plans and budgets (operating and capital) prepared by the Departments and linked to the Municipality's strategic direction; provide leadership of the business plan and budget approval process with Council.
- Monitors the performance of departments against business plans/budgets; review variance reports and initiate corrective action where necessary and submits to council on a regular basis an analysis of progress in achieving objectives established in the strategic plan.
- Co-ordinates and directs the preparation of plans, programs, and viable policy alternatives for submission to the Council for the development and improvement of corporate property, resources, facilities, and services.
- Establishes a working environment that is conducive to attracting and retaining all levels of employees.
- Establishes liaisons and positive relationships with the business community and with other boards and authorities.
- Participates as a member of the Town of Spirit River's Emergency Management Program Committee.
- Directs and oversees all municipal departments and staff, ensuring efficient and effective service delivery.
- Acts as the primary advisor to the Municipal Council, providing professional guidance and recommendations on policy, planning, and municipal governance.
- Implements and executes all bylaws, resolutions, and policies approved by the Municipal Council.
- Fosters a positive and productive work environment and promote professional development among staff.

Financial Administration

- Prepares and manages the annual operating and capital budgets in collaboration with the Council and department heads.
- Oversees financial reporting, ensuring accuracy and compliance with provincial regulations and municipal policies.
- Develops and implements sound financial management practices to ensure the long-term fiscal health of the municipality.

Strategic Planning & Community Relations

- Leads the development and implementation of the municipality's strategic plan, aligning day-to-day operations with long-term objectives.

- Serves as the public face of the administration, building and maintaining positive relationships with residents, businesses, community groups, and other government agencies.
- Represents the municipality at various meetings and events, advocating for its interests and promoting its vision.

Legislative & Compliance

- Ensures the municipality operates in full compliance with the Alberta Municipal Government Act and other relevant provincial and federal legislation.
- Manages the administrative and legal requirements of the Municipal Council, including preparing agendas, recording minutes, and maintaining official records.

Administration

- Reviews and approves all materials and documentation sent to members of Council, final approval of Council and Council committee agendas.
- Provides advice to members of Council regarding decisions and actions requiring their approval.
- Implements Council directives and decisions, and provide follow-up on implementation with initiation of corrective action where required.
- Identifies best practices and trends/advances in the municipal field for possible application in municipal administration, operations, and service delivery.
- Provides input to, and approval of, quality assurance programs covering the delivery of services to the public by various municipal departments, review reoccurring customer complaints.
- Ensures the effective delivery and reporting of all human resource related activities such as hiring and recruitment, employee relations, health and safety, etc. that will attract and retain high caliber staff to meet short- and long-term staffing and organizational requirements, ensures legislative compliance and establishes a positive climate of employee and labour relations.
- Recommends to Council agreements concerning wages, salaries, and working conditions.
- Recommends to Council the appointment, employment, suspension, or dismissal of Department Heads.

Communication

- Provides leadership in the development and implementation of an ongoing comprehensive proactive communication strategy within the organization and in the broader community.
- Provides leadership in the development and implementation of programs aimed at marketing/promoting the Municipality and enhancing its image and visibility.

Knowledge and Qualifications

The incumbent must have proficient knowledge in the following areas:

- Public sector accounting principles and activities.
- Municipal legislation and provincial policies relative to the municipal process and services.
- A strong working knowledge of the Municipal Government Act and other relevant legislation.
- A degree or diploma in public administration, business administration, or a related field. A Certified Local Government Manager (CLGM) designation is a significant asset.

- Extensive experience in municipal administration, with a minimum of 5 years in a senior leadership role, preferably as a CAO or Assistant CAO.
- Thorough knowledge of the Alberta Municipal Government Act and other relevant provincial legislation.
- Demonstrated ability to manage public funds, including budgeting, financial reporting, and capital planning.
- Exceptional communication, negotiation, and conflict-resolution skills.
- Proven leadership abilities with a collaborative and transparent approach to management.
- A strong commitment to public service and the well-being of the rural community.
- Proficiency in relevant software and administrative tools.

All other duties as assigned by Council.

WORKING CONDITIONS

- Occasional light lifting.
- Long periods of sitting.
- Extensive use of computers and telephone.
- A normal working day consists of 8 hours; however, overtime will be required which includes attendance at evening meetings.
- Ensures all operations are conducted in a safe manner and in accordance with the Municipal District of Spirit River No.133's policies and all Occupational Health and Safety Rules and Regulations.
- Regular hours will be Monday to Friday from 8:30 a.m. - 4:30 p.m. within the hours required to ensure effective performance. Overtime or working outside regular hours will be required or Management days may be negotiated in lieu of overtime (depending on contract negotiations).

WHY CHOOSE THE MUNICIPAL DISTRICT OF SPIRIT RIVER NO.133

The Municipal District of Spirit River No. 133 is committed to maintaining a vibrant, healthy, safe, caring, and inclusive community. This position is housed in the MD Administration office.

Our municipality hires great people who are looking to contribute to our respectful workplace.

Health and Safety:

PLEASE NOTE: All personnel with the Municipal District of Spirit River No.133 are governed by the Municipal District of Spirit River No.133 Health and Safety Policy. Operations must be conducted in a safe manner in accordance with all policies and safe work procedures, in conjunction with the proper protective equipment to be worn for the tasks being performed.