

Village of Donnelly

Job Posting: Chief Administrative Officer (CAO)

Position Overview:

The Village of Donnelly is seeking an experienced and motivated leader to serve as its Chief Administrative Officer (CAO). Reporting directly to Council, the CAO is responsible for providing professional leadership and direction in the overall management and administration of municipal operations, in accordance with the Municipal Government Act (MGA), Village bylaws, and Council policies.

Key Responsibilities:

- Provide input into strategic planning
- Carry out the council's directive and policies
- Oversee municipal staff
- Oversee municipal operations, including finance management and service delivery
- Prepare bylaws approved by Council and ensure they are enforced
- Attend and record minutes of municipal council meetings
- Prepare, administer, and monitor operating and capital budgets.
- Ensure compliance with the Municipal Government Act and other relevant legislation.
- Foster positive relationships with residents, regional partners, government agencies, and community organizations.

Qualifications and Skills:

- Experience in municipal administration or governance with demonstrated knowledge of the Municipal Government Act (Alberta) and municipal operations or willingness to learn
- Financial management skills, including budgeting, reporting and grant administration
- Excellent communication, leadership, and organizational skills
- Ability to work collaboratively with Council, staff, and the public.
- Certification in Local Government Administration (CLGM) or equivalent is an asset.

Compensation:

The Village offers a competitive salary commensurate with experience and qualifications, along with a comprehensive benefits package and pension plan.

Application Process:

Interested candidates are invited to submit a cover letter and detailed resume outlining relevant experience and qualifications to:

Village of Donnelly - Council Hiring Committee

P.O. Box 200

Donnelly, AB T0H 1G0

Email: cao@donnelly.ca

Closing Date: Applications will be accepted until the position is filled.

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