

Chief Administrative Officer Town of Strathmore

Location: Alberta

The Town of Strathmore is a community of over 14,000 people located 40 km east of Calgary with convenient access to the picturesque Bow River. While agricultural developments cover large areas of the surrounding area, Strathmore provides its residents with the benefits of country living, town services and easy access to large city facilities while residing in an area combining heritage and modern amenities.

Reporting to Council, the Chief Administrative Officer provides professional leadership and direction to the management team of the Town of Strathmore. Leading a team of 4 direct reports with a total staff compliment of 105 FTE, 63 casual/ term employees, 18 seasonal employees and 63 Volunteers, the Chief Administrative Officer provides overall supervision of all departments as well as the development of policies and programs for the Town of Strathmore. As the administrative head of the Town, the Chief Administrative Officer is responsible for the overall operation of the Town in accordance with the objectives, plans, programs and policies approved by Council and in accordance with the various Provincial or Federal statutes and municipal bylaws. The Town of Strathmore is an inclusive multi-cultural community and the ideal candidate must embrace diversity with respect and acceptance.

As the CAO, you will have strong interpersonal and communication skills, including the ability to build trusted relationships with internal and external stakeholders. You will be a strong decision maker with high integrity and have authentic leadership skills, providing guidance and support for your staff and community. As the successful candidate, you will have a thorough understanding of municipal operations, including: legislation, finance, budgeting, infrastructure, planning, and economic development. In addition to your understanding of municipal operations, you will have knowledge of business, administration, and management principles involved in strategic planning, policy development and implementation, resource allocation and leadership.

As the successful candidate, you will have a university degree in a relevant professional discipline and demonstrated success as a senior leader in a progressive and dynamic municipal environment and/or equivalent experience in a large and complex multi-faceted organization. You will have spent five or more years in a senior position within a municipal environment. Recognized as a leader of change, adaption and collaboration in an organization supporting and servicing a wide variety of stakeholders. Appreciation for, and experience in implementing progressive economic development programs in vibrant communities and a genuine interest and positive track record working with elected officials, community volunteers, and the general public.

To explore this opportunity further, please visit the Boyden Canada Opportunities website at:

<https://www.boyden.ca/canada/opportunities/>

We thank all applicants for their interest, however, only those under consideration for the role will be contacted.