

VILLAGE OF GLENDON
JOB POSTING
CHIEF ADMINISTRATIVE OFFICER

The Village of Glendon is currently seeking a dynamic individual to fulfill the position of Chief Administrative Officer.

The Village of Glendon is a small village with a current population of 338 and is located approximately 2.5 hours northeast of Edmonton. Glendon has a wide range of businesses that provide residents and visitors with services without having to travel to larger centers. The Village of Glendon has a lot to offer for all ages. We are very proud of our recreational facilities that currently include an arena, curling rink, baseball diamonds, walking trails, and a Senior Citizen's Centre

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is the administrative head of the municipality and is responsible for the administration of municipal operations and day-to-day tasks of the Village, as directed by Council. The CAO will provide leadership to 3 permanent, full-time staff.

Job Summary

- Responsible for coordinating and directing the affairs of the municipality and regularly reporting to Council.
- Provide advice and support to the Mayor and Council in coordinating, developing, and implementing policies and programs to meet the goals set by Council.
- Provide leadership to all employees.
- Attends all meetings of Council and assists in the decision-making process by providing advice, guidance, and consultation as required.
- Develop community relationships through support to the community.
- Establish partnerships with neighboring municipalities for the greater good of the entire region.
- Provide effective and efficient fiscal management.
- Ensure that staff are committed to providing continued excellent service to the public and the business community.
- Ensure that financial systems and controls are developed and implemented.
- Responsible for preparing and presenting an annual operating and capital budget.

Qualifications and Experience

- Post Secondary degree in public or business administration or relevant field would be preferred.
 - Working knowledge of the Municipal Government Act (MGA) and other relevant legislation.
 - A minimum of 3 years senior leadership experience in a municipal setting.
 - Ability to work with and lead staff and achieve positive outcomes.
 - Understanding of the financial and budgeting process.
 - Operating knowledge of relevant technology.
 - Ability to implement development plans, capital work plans, and infrastructure improvement programs.
 - Possess excellent communication skills.
 - Possess strong decision-making skills.
 - Ability to work effectively with elected officials, community volunteers, boards and committees, industry partners, and the public.
 - A competitive salary and comprehensive benefits package are available.
 - Closing Date: Until a suitable candidate is found.
 - Only those selected for an interview will be contacted.
- Qualified applicants should submit a cover letter, detailed resume outlining experience, education, qualifications, references, and salary expectations to:

Village of Glendon - Mayor and Council
5104 Railway Avenue, PO Box 177, Glendon, Ab TOA 1P0
admin@villageofglendon.ca