

TOWN OF ATHABASCA

CHIEF ADMINISTRATIVE OFFICER

The Town of Athabasca, with a population of approximately 2,965, is situated 150 kilometers north of Edmonton on the scenic banks of the Athabasca River.

Summary:

The Town of Athabasca is in search of an innovative Chief Administrative Officer to fulfill the responsibilities as an integral advisor to the Mayor and Council in supporting the development and implementation of strategic objectives and policies in the interest of a sustainable community. As the organization's leader, you will mentor, coach, and guide the performance of a highly participative and cohesive team to meet the needs of the community through public service excellence and a high degree of personal ingenuity.

Description:

You can work collaboratively with Council to build our community and effectively represent the interests of the Town of Athabasca.

Your ability to identify opportunities and emerging trends in sustainable growth management will benefit the Town of Athabasca's development as a complete and desirable community with long-term strategic planning.

You will consistently seek opportunities to advance the strategic objectives through strong working relationships between our Town and neighboring County and Villages as well as Stakeholders and Partners.

You have developed superior financial and business acumen that enables you to work through complex decision-making and you have a passion for developing that capability in others.

Your progressive municipal experience facilitates a strong understanding of Municipal Government Legislation, economic development, business planning, budget processes and project management.

You have a strong passion for leadership and can nurture the Town of Athabasca's visions, values and comfortably communicate that vision and serve as a role model creating and encouraging a culture of trust and integrity throughout the organization.

You are able to stay calm in stressful situations which exemplifies the principles of municipal emergency management and allows you to be an active leader to the Regional Emergency Response Plan.

You share the corporate values of accountability, continuous learning and development, customer service, fun, healthy and safe working environment, innovation, open communication and participation.

In return, we offer a competitive compensation package including an annual salary range of \$110,000. - \$145,000 and the opportunity to lead a talented workforce through fast-paced growth and infrastructure development.

Education and Experience:

Post-Secondary education in public or business administration which is complemented by your demonstrated progressive career growth in a senior municipal management role for at least 5 years (equivalencies will be considered).

Preferred Certification and Designation:

Certificate in Public Administration NACLA or equivalent
Certified Local Government Manager Designation (CLGM)

For more information on this position, please contact Doug Topinka at 780-675-2063 or forward your resume, a letter of introduction and the names as well as contact information of three references, in confidence, to cao@athabasca.ca by June 1, 2017.