

**Chief Administrative Officer (CAO)**

**The Town of Bassano is currently inviting applications for a full-time Chief Administrative Officer (CAO).**

Bassano has a population of 1,206 and is located on the Trans-Canada Highway approximately 140 kilometres (87 mi) east of Calgary and 160 kilometres (99 mi) northwest of Medicine Hat. It is also on the main line of the Canadian Pacific Railway. A short distance south of the town is the Bassano Dam, which serves as a reservoir for nearby communities and the irrigation of the vast farm and ranch lands surrounding Bassano.

Reporting to the Mayor and Council, the successful applicant will be responsible for managing the day-to-day affairs of the community which includes all finances and financial statements, legislation, policies, bylaws, planning, development, and human resource management. Provide the leadership skills required to lead a staff of dedicated professionals and play a key role with Council in planning and executing a strategic vision that meets both current and future needs of the community.

**In addition, the CAO must be:**

* a highly motivated team player with exceptional Human Resources/Public Relations skills
* honest, accountable and very dedicated
* well organized, cross disciplined and capable of diverse multi-tasking
* able to work effectively with elected officials, community volunteers, businesses, Boards and committees, and the general public.
* experience in strategic planning, organizational development and achieving results in building team relations
* willing to commit to the Town for a mutually agreeable term

The ideal candidate will be a person that thoroughly understands the complexities of municipal accounting, budgeting process, GAAP, and PSAB along with experience with the legislative process and knowledge of the AB Municipal Government Act (MGA).

Preference will be given to those applicants with a University degree or College diploma in local government studies, business administration, finance, supplemented with a Chartered Professional Accountant (CPA) designation or Part I or Part II of the National Advanced Certificate in Local Authority Administration or related field and proven experience in municipal administration. In return, the Town is willing to provide a competitive salary and benefits package.

Applications that do not include the information as requested will be disregarded. All applicants that provide the information as requested can expect a preliminary phone interview which will be followed up by a shortlisted personal interview.

If this opportunity is of interest to you, please forward in confidence; a completed application including a full resume with salary expectations, and three (3) **work** related references along with three (3) **persona**l references, by November 23, 2017. If you need any further information, please contact Jackie Peterson.

**SUBMIT COVER LETTER AND RESUME TO:**

**Jackie Peterson**

**Mayor**

**Phone:403-793-1262  
Email: jackiepeterson@bassano.ca**