

Position:	CHIEF ADMINISTRATIVE OFFICER
Closing Date:	JULY 15, 2022

The Council of the County of Vermilion River invites applications for the position of Chief Administrative Officer (CAO). Reporting directly to Council, the CAO is the administrative head of the municipality and ensures compliance with all statutory regulations including the Alberta Municipal Government Act, and Council approved policies and programs. The CAO is responsible for the overall administration of municipal operations of the County including the development, implementation, and maintenance of municipal and administrative programs, plans and policies of the County. The CAO advises and informs Council on the operation and affairs of the municipality, and provides leadership and communication to ensure the resources of the municipality are managed in a cost-effective and responsible manner.

The ideal candidate will build trust and confidence with Council and staff through honesty, integrity and a strong work ethic. Using exceptional leadership, decision-making and communication skills, the successful candidate will motivate and inspire our team to transition Organizational and Strategic Plans to actions and results. As a senior team leader, the ideal candidate should be very familiar with Agriculture & Environment, Corporate Services, Gas Utility, Planning and Economic Development, Protective Services, and Public Works, and bring an enthusiastic energy, positive attitude, and innovative management style. Our CAO should be seen and connected with our community and be committed to the future of the County of Vermilion River.

KEY QUALIFICATIONS

- Certified Local Government Manager (CLGM)
- Completion of the National Advanced Certificate in Local Authority Administration Levels 1 and 2, or equivalents
- Post-secondary degree in Public Administration, Commerce, Business Administration, Marketing, or a related discipline
- FOIP Certification
- Ability to administer complex ICF's
- Emergency Management Training, including Basic Emergency Management (BEM), and Incident Command System (CS) levels 100, 200, 300 and 400 *are considered an asset*

A competitive salary and comprehensive municipal benefits package are available. The successful candidate will be required to provide a criminal record check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found. This position is only open to those legally entitled to work in Canada.

Applications clearly marked: "**CONFIDENTIAL – CHIEF ADMINISTRATIVE OFFICER (CAO)**" can be submitted by **FRIDAY, JULY 15, 2022** to:

Harold Northcott, Chief Administrative Officer
County of Vermilion River
4912 – 50 Avenue, Box 69 Kitscoty, AB T0B 2P0
Email: hnorthcott@county24.com

Candidates selected for an interview will be required to submit a 2-3 minute video presentation.

The County of Vermilion River is a rural municipality with a population of 8250, located in east-central Alberta. The eastern border coincides with the Alberta - Saskatchewan border and the City of Lloydminster. The main highways within the County are The Yellowhead / TransCanada Highway (16), the Buffalo Trail (41), and Highways 17 and 45. Within its boundaries are eight hamlets (Blackfoot, Clandonald, Dewberry, Islay, McLaughlin, Rivercourse, Streamstown and Tulliby Lake), three villages (Kitscoty, Marwayne and Paradise Valley), and one town (Vermilion). The area offers excellent educational and recreational facilities, and hospitals and health care facilities nearby. The County Office is situated in Kitscoty, about 23 kilometers west from Lloydminster.

All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.