



## Chief Administrative Officer

Town of St. Paul

The Town of St. Paul is currently seeking a dynamic individual to fulfill the position of Chief Administrative Officer.

Our rural community ([www.stpaul.ca](http://www.stpaul.ca)) is a thriving municipality in northeastern Alberta, approximately 2.5 hours northeast of Edmonton. The Town is rich in many things – a fantastic combined (Town and County) community base of over 12,000 residents, and an excellent, growing economy consisting largely of agriculture and oil-related industries.

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is responsible for the overall administration of municipal operations and the daily tasks of the Town., as directed by Council. He/she is responsible for directing, controlling and coordinating the activities of the Town Departments which includes nine Directors and over 70 full-time staff, and a operating budget of approximately \$17M.

The ideal candidate will possess a relevant post-secondary education and will also have Local Authority Administration Level I and Level II training and senior leadership experience. This includes:

- A demonstrated track record of senior management experience within a multi-dimensional service organization.
- A proven ability to provide leadership, and to adapt and integrate complex planning policy and program initiatives.
- A thorough understanding of the financial and budgeting process.
- An ability to work effectively with elected officials, community volunteers, boards and committees, industry partners, and public participation processes.
- An ability to work with and lead staff and achieve positive outcomes.
- Proven experience in strategic planning, organizational development, and achieving results in building team relations.
- Working knowledge of the Alberta Municipal Government Act (MGA) is required.
- Operating knowledge of relevant technology.

A competitive salary and comprehensive benefits package is available. Specifics will be discussed in a personal interview. Must reside in the community and/or be willing to relocate.

There will be an opportunity to work with the retiring CAO for several weeks to set the new candidate up for success.

Please visit [www.stpaul.ca](http://www.stpaul.ca) for a full job description.

**Closing Date: April 6, 2021 @ 4:00 p.m. MST**

**Application Return:**

All interested candidates are invited to submit their resume, in confidence to:

Mayor Maureen Miller  
Box 1480  
5101 50<sup>th</sup> Street  
St. Paul, AB T0A 3A1

E-Mail: [mmiller@town.stpaul.ab.ca](mailto:mmiller@town.stpaul.ab.ca)