



Job Type: Management/Administration

Organization: Village of Empress

Closing Date: November 14, 2024 or until a suitable candidate is found

Position: Chief Administrative Officer (Employee or Contract)

Salary: \$65,000 - \$100,000 (30+ hours per week, dependant on qualifications & experience)

Benefits: LAPP Pension and Desjardin Benefits (through Special Areas) (if applicable)

About the Village of Empress:

Empress is a scenic community located in the between the Red Deer and South Saskatchewan Rivers on the Alberta Side of the Saskatchewan Border, 1.5 hours from Medicine Hat, 45 minutes from Oyen, and within Special Areas. With a population of about 150 residents, the Village boasts an airstrip, various recreation facilities, 2 campgrounds, and ownership of a productive gravel pit. Empress is proud to be supported by an active volunteer community and enjoys the enthusiastic support of Special Areas. An ATB Agency is also run out of the Empress Village Office but is currently under review by Council. Please visit our website villageofempress.com to learn more about the community.

Position Overview:

As the administrative head of the municipality, the CAO ensures that the policies and programs of the municipality are implemented; advises and informs Council on the operation and affairs of the municipality; and performs the duties and functions and exercises the powers assigned to a Chief Administrative Officer by the Municipal Government Act, RSA 2000, c M-26 and other enactments, or those assigned by Council.

Key Responsibilities:

1. Promote the Municipality's Mission and Values.
2. Organize and participate in Corporate Planning and Policy Development.
3. Plan, organize, and manage the Village staff, including, but not limited to, administration, public works, recreation, etc.
4. Establish and maintain an effective working relationship with staff, administration, members of Council, and the public.
5. Undertake strategic and business planning initiatives and other studies to improve organizational efficiency and productivity as required.
6. Recruit, select and train staff.
7. Prepare annual budget; control expenditures, optimize various revenue sources and ensure cost effective operations are implemented and maximized.
8. Maintain a high profile and public relations function in the community and province demonstrating a personal commitment to Municipal values and Guiding Beliefs.
9. Serve as an effective liaison with Community Organizations, the Provincial Government, other municipalities and local governments, and other relevant stakeholders.
10. Maintain a constant awareness of new trends and developments in the municipal leadership field.



11. Ensure workplace health & safety.
12. Demonstrate strong self-management skills and further personal development.
13. Undertake performance management reviews for direct reports at least annually (or more often as required).
14. Ensure compliance with all Village Bylaws and policies and recommend updates and changes to Council as required.
15. Ensure agenda's are prepared with appropriate background information and recommendations.
16. Ensure Minutes are recorded accurately.
14. Complete general administrative and special projects.

Qualifications:

The IDEAL candidate will have:

- Relevant post-secondary education and professional designations, as well as 3 years experience are desirable; however, other levels of education, credentials and experience are acceptable.
- Demonstrated knowledge of the Municipal Government Act, RSA 2000, c M-26 and other enactments and related statutes.
- Experience with policy formation and administration
- Ability to provide strong futuristic leadership and strongly believe in the delegation of both authority and responsibility.
- Strong management, analytical and interpersonal skills with the ability to use tact, diplomacy, and mature judgment.
- Demonstrated leadership, management, and organizational skills

Anticipated Start Date: January 1, 2024 or earlier if able

How to Apply:

Interested candidates are invited to submit their resumes and cover letter to cao@villageofempress.ca by end of day November 14, 2024. The Village of Empress is an equal opportunity and encourages applications from all qualified individuals. We thank all applicants for their interest but only individuals selected for interviews will be contacted.