

Summer Village of South Baptiste

Chief Administrative Officer (CAO) Opportunity

The Summer Village of South Baptiste is a small municipality located approximately 170 km North of Edmonton, Alberta on the south-west shore of Baptiste Lake, about 15 minutes west of the Town of Athabasca. It hosts a combination of full-time residents and part time enthusiasts who all share their love for the lake.

The Summer Village of South Baptiste is currently accepting applications for the position of Chief Administrative Officer (CAO). Reporting to the Mayor and Council, the CAO is responsible for providing effective administrative leadership for all municipal operations and services. Maintaining positive relationships with a variety of internal and external groups, including local and regional partnerships, contractors and residents is also a requirement.

The ideal candidate will possess strong knowledge of municipal legislation and experience with financial management and administrative organization. We are looking for an individual with an upbeat attitude and self-initiative. Strengths in interpersonal and communication skills are essential to facilitate positive relations with Council, staff and community.

Preference will be given to candidates who have:

- a minimum of 3 years of Municipal Management experience
- solid working understanding of municipal operations (eg. contracting with service providers, taxation, bylaw compliance monitoring)
- knowledge in overseeing infrastructure projects (eg. road repairs, asset maintenance)
- experience with day to day financial management, budgeting and financial forecasting, and strategic planning, as well as skills with grant applications
- computer proficiency and ability to manage web-based communication and information
- a certificate in Local Government Administration or relevant post-secondary education and equivalent experience

This is a part-time, contract position with unscheduled, but flexible, work hours. The successful candidate will be required to work from their own home office.

Compensation will be negotiated based on experience and education.

Applications can be emailed to southbaptiste@gmail.com

Please include "CAO position" in the subject line.

Closing Date: April 13, 2023, 4pm