

CHIEF ADMINISTRATIVE OFFICER FOR THE VILLAGE OF COWLEY

The Village of Cowley is a small quiet village nestled in a picturesque setting between the foothills of the Rocky Mountains and the prairie land of southern western Alberta.

It is located on Highway #3 which is a main thoroughfare through southern Alberta to British Columbia. In proximity to Pincher Creek, Crowsnest pass, Waterton National Park, Castle Mountain resort, 1 hour to Lethbridge and 2 hours to Calgary.

Council is seeking a Chief Administrative Officer that will embrace the community and help develop the village along with its regional municipal partners. The CAO is the senior management position and reports directly to council. The CAO is responsible for implementing councils' direction and vision and be accountable for administration, operations, and finances for the village.

Responsibilities:

- Direct staff in the achievement of council's objectives policies and programs.
- Responsible for providing leadership and management to all municipal programs and services.
- Recommend policy formation to council and then ensuring implementation.
- Develop positive rapport and communications with the public, business, and provincial government officials.
- Supervise the municipal accounting operation which includes managing the investments assisting in the preparation of budgets, preparing financial statements, and performing special project accounting functions.
- Utilizing computer system to effectively provide municipal information and assist in accounting functions.
- Supervise the installation of all utility services to ensure compliance with provincial regulations.
- Responsible for daily computer postings for general accounts payable and receivable.
- Responsible in the maintenance of an accurate and current rate roll of the municipality.
- Perform any other duties within the guidelines of the Alberta Municipal Government Act.

Requirements:

- Possess exceptional interpersonal and communication skills.
- Management experience with financial and budgeting processes, strategic planning, government and people relations, negotiations, conflict resolution, and capital works and infrastructure are desired.
- Knowledge in Quickbooks accounting software an asset.
- Ability to motivate and develop a cohesive management team.
- Knowledge of the Alberta Municipal Government Act is desired.
- Post secondary education is an asset.

Benefits:

The Village of Cowley offers a benefit package.

Salary is negotiable.

Only those applications considered will be contacted.

Closing date is October 5th, 2022. Please send your application to:

Village of Cowley
Box 40
Cowley, Alberta T0K 0P0

Or email to vilocow@shaw.ca