



CHIEF ADMINISTRATIVE OFFICER (CAO)

Located in the southeast corner of Alberta and surrounding the City of Medicine Hat and the Town of Redcliff, Cypress County is a large rural county consisting of nine geographic hamlets/urban service areas including: Desert Blume, Dunmore, Hilda, Irvine, Schuler, Seven Persons, Suffield, Veinerville, and Walsh. Cypress County is represented by nine elected officials (including a Reeve and Deputy Reeve) with a population in excess of 7,500 residents.

The County is predominantly agriculturally driven, but is also active with oil and gas production, a destination for tourism with the Cypress Hills Interprovincial Park, and is home to the Suffield Canadian Forces Base. Cypress County serves as a major transportation hub as the TransCanada Highway (Hwy 1), the Crowsnest Highway (Hwy 3), and Highway 41 traverse the County. It is also a major transportation route for Canadian Pacific Railway.

With solid leadership and defined strategic priorities, Cypress County is well positioned for ongoing success and prosperity. Please visit the County website at www.cypress.ab.ca for additional information.

Reporting to the Reeve, Deputy Reeve and Council, the Chief Administrative Officer (CAO) is responsible for the overall administration as prescribed by the Municipal Government Act (MGA) and all other relevant statutes, policies, and bylaws as approved by the Council. In addition, the CAO is accountable for:

- ✓ Directing the overall planning, coordination, and control of all municipal operations (i.e., agriculture, infrastructure, human resource management, emergency and protective services, financial management, legislative services, planning and development, and economic development).
- ✓ Leading five direct reports (i.e., Director of Corporate Services, Director of Public Works, Director of Municipal Services, Human Resources Coordinator, and the Legislative Supervisor).
- ✓ Overseeing a combined municipal budget of nearly \$56M.

The ideal candidate will possess a post-secondary education, or a combination of relevant training and senior leadership experience. This includes:

- ✓ A minimum of ten (10) years of related and progressive senior leadership experience particularly in a rural local government setting.
- ✓ Demonstrated experience in leadership, strategic planning, organizational development, team building, and conflict resolution.
- ✓ Ability to work effectively with elected officials, volunteer boards, and commissions. Experience with public participation process and policy and public service delivery.
- ✓ Knowledge in working with budgets and implementing capital works and infrastructure improvement programs.
- ✓ Previous involvement with the grant application and management process.
- ✓ A Certified Local Government Manager (CLGM) designation would be an asset.

A competitive overall compensation and pension package will be provided to the successful candidate. Specifics will be discussed in a personal interview.

For further information please visit our website, or contact:

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