
Employment Opportunity

Chief Administrative Officer

The Town of Rainbow Lake is a thriving business and residential community located in Northwest Alberta on Highway 58 approximately 650 km north of the city of Grande Prairie. Rainbow Lake is home to 495 residents that enjoy such amenities as a K-to-12 School; Health Centre; Recreation Complex; Youth Centre and 9-hole Golf Course. Community information is available at www.rainbowlake.ca

The Town Council is seeking the services of a trained, skillful Chief Administrative Officer. Reporting to the Town Council, the Chief Administrative Officer will be responsible for:

Key responsibilities and accountabilities:

- Attend and record minutes of all municipal council meetings and recommend policies and actions to the municipal council
- Manage the day-to-day operations of the municipality
- Keep records such as minutes, bylaws and accounts
- Provide input into strategic planning
- Carry out the council's directives and policies
- Directing the general administrative functions of the municipality including supervising staff and purchasing procedures
- Oversee all capital projects
- Administer human resources programs
- Prepare bylaws approved by council
- Ensure that bylaws are enforced by the designated officer
- Oversee municipal services from a regional perspective and develop and foster shared services and partnerships with other municipalities
- Develop a presence in the community and collaborate with other community partners, industry and government attracting and fostering economic development.
- Liaise effectively with council, other elected officials, residents, developers, community groups and other levels of government with effective communication, facilitation and conflict resolution skills
- Perform any other duty imposed under the MGA or any other enactment

Attend training to develop relevant knowledge and skills.

Qualifications:

- A post-secondary degree in a related discipline and/or a certificate in local government administration.

- Minimum of five years' experience in a municipal government environment at the Chief Administrative Officer or senior management level.
- Active interpersonal communication skills.
- Clear written communication and report writing skills.
- Proficiency in public relations techniques and conflict resolution.
- Candidates with less experience or training may be considered for a developmental position.

As a condition of employment, the candidate must provide an RCMP Security Clearance and drivers abstract.

The position offers a competitive salary based on a forty-hour week with a full range of benefits including housing and travel allowances. Salary will be commensurate with the experience and qualifications of the successful candidate.

The competition will remain open until a suitable candidate is found.

The Town of Rainbow Lake sincerely thanks all interested applicants, however, only those applicants selected for an interview will be contacted.

Resumes will be accepted by Dan Fletcher, Acting CAO at: dfletcher@rainbowlake.ca.