

# **Chief Administrative Officer**

## ***Municipal District of Big Lakes***

Located in west-central northern Alberta the M.D. of Big Lakes is an outdoor enthusiast's paradise. Its boundaries stretch from south and east of the Town of Swan Hills to north and west of the Town of High Prairie. The hallmark of the municipality is its large lakes. Lesser Slave Lake, Snipe Lake and Winagami Lake are all well known for the fishing and recreational opportunities they present.

The municipality is seeking a Chief Administrative Officer (CAO) to lead during this time of opportunity. As head administrator for the municipality, this position reports directly to Council.

This individual will ensure that policies and programs are implemented within the municipality, provide proactive and informed advice to Council, ensure that all legislated duties are carried out within the municipality, as well as providing leadership for all departments within the administration. Possessing well-developed communication and interpersonal skills, the CAO will work with council, community groups, and the Provincial Government to promote and enhance the municipality.

Council would like to hear from candidates who have a minimum of five years of rural municipal government experience which includes experience engaging staff and developing a positive working environment, budget and finance management, a strong work ethic, conflict management skills and excellent people skills. Knowledge of land planning and experience working with all levels of government would be an asset. Candidates should possess strong leadership skills with a positive attitude, the ability to deal with Council and the public and excellent communication skills.

Council is looking for candidates who have a degree or diploma in business administration, commerce, or equivalent experience. Candidates should possess, or be working towards, a designation in local government administration. A comparable combination of education and experience may be considered.

Interested applicants wishing to explore this opportunity may mail or email their resume to:

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Closing Date: September 16<sup>th</sup>, 2011