



# Village of Rycroft

## JOB POSTING

### CHIEF ADMINISTRATIVE OFFICER

The Village of Rycroft is seeking a reliable self-motivated team member to fill the position of Chief Administrative Officer. As principal advisor to Council, the CAO supports the development and implementation of strategic objectives, provides executive leadership, oversees operational and financial management, fosters a culture of service excellence, and builds relationships with key stakeholders. The ideal candidate will have strong credentials in municipal or related administration, including knowledge of accounting and budgeting procedures and practices, and excellent leadership, communication and interpersonal skills.

The preferred candidate will possess:

- A post-secondary degree, combined with a thorough understanding of local government, or a combination of relevant training and senior leadership experience.
- A demonstrated track record of strong leadership and direction and the ability to work effectively with elected officials, community volunteers, businesses, Boards and committees, and the general public.
- Proven experience in strategic planning, organizational development and achieving results in building strong team relations.
- A thorough understanding of the financial and budgeting process.
- Knowledge of the legislative process and the Alberta *Municipal Government Act*.
- Experience in implementing development plans, capital works and infrastructure improvement programs.

Interested applicants can forward their resume' to:

James Verquin  
Mayor  
PO Box 360  
Rycroft, Alberta  
T0H 3A0  
c/o [cao@rycroft.ca](mailto:cao@rycroft.ca)

This permanent full-time position offers a rewarding work environment in a progressive community. The rate of pay will be commensurate with the incumbent's skills and qualifications, plus an attractive benefits package.

The Village thanks all applicants for their interest. Only individuals selected for interviews will be contacted.

This posting will remain open until September 13, 2024.