

## Position Profile

### Chief Administrative Officer



## About the Municipality

The Town of Spirit River is a thriving community in northwestern Alberta, Canada. Located 80 kms north of Grande Prairie, Spirit River is one of the oldest towns in the Central Peace Region. The Old Spirit River Settlement was located about 3 miles southeast of the old Mission. In 1888, the Hudson Bay Company began a cattle ranch four kilometers to the southeast on the banks of the Spirit River to serve traders at Fort Dunvegan. The official 2011 Census lists the Town of Spirit River's population just under 1,000.

Spirit River's economy is supported by agriculture, forestry and the oil and gas industry. The Town is a service hub for the approximately 10,000 rural residents within the bordering municipalities of Saddle Hills County and the Municipal District of Spirit River.

The Town is legislated under the Alberta Municipal Government Act and is governed by a Council comprised of a mayor and 6 Councillors.



Renown Dunvegan Bridge & Peace River valley

In terms of recreation amenities, the Town of Spirit River has an arena, aquatic centre, curling rink, museum, community hall, green spaces (parks), playgrounds, and sports fields, a public library, fire hall, and an RCMP detachment. Regional recreation amenities including Dunvegan Provincial Park, Moonshine Lake Provincial Park, and Jackfish Pond to name a few.

In terms of education services, Ste. Marie Catholic School offers kindergarten to grade 8, the Spirit River Regional Academy offers junior kindergarten to grade 12.

Spirit River is home to the Central Peace Health Complex (Hospital) and Central Peace Health Centre (new medical clinic) the town also offers a variety of health and wellness facilities and services. Seniors' care, housing and supportive services are provided through Pleasant View Lodge, Rose Haven, and Dr. Law Manor. Coming to the Town is a new Spirit River Lodge which will entail 92-unit facility, 40 lodge suites and 52 designated supportive living suites.



## About the Opportunity

With the recent announcement by the Chief Administrative Officer (CAO) of a family move, Council has commenced the search for a new CAO. It is preferred the new CAO either reside in the Town of Spirit River or in the immediate area. The Chief Administrative Officer (CAO) will report to council and is responsible for guiding the overall operations, directives, and delivery of the affairs of the Town.

## Roles and Responsibilities

- The Chief Administrative Officer (CAO) reports to council and is responsible for guiding the overall operations of the Town.
- Continually monitors the external and internal environment for opportunities, threats, strengths, and weaknesses in response to emerging events for potential policy, service and strategic directions.
- Monitors, advises, and reports to Council on measures of sustainability for the organization both financially and economically as well as on legislative, environmental, social and governance factors.
- Provides in-depth analyses, options, and preferred alternatives for Council consideration via written briefing, in respect to issues concerning the Town, attends meetings as required.
- Prepares implementation actions following Council direction.

- Directs the execution and safe keeping of all documents, agreements or contracts approved by Council.
- Responsible for monitoring the performance and continuous improvement of the Town's operations including the performance of Managers and direct reports.
- Coordinates the provision of external services (e.g., legal, audit, consulting) for the Town.
- Visits Town facilities and sites and strives to participate in important community events.
- Directs the development of budgets and establishment of financial controls.
- Coordinates and prepares budgets and relevant financial reports.
- Tracks revenues and expenditures per Council approved budget; ensure risks are managed and assets are safeguarded.
- Coordinates long-term land-use, economic development, financial, and capital planning.
- Liaison between industry, developers, regional municipalities and Council.
- Responsible for the implementation of the FOIP requirements per legislation.
- Capacity to act as a Director of Emergency Management would be an asset.
- Ensure statutory requirements are met in accordance with the MGA and other applicable regulations.
- Ensures their own professional development relevant to CAO competencies.
- Performs other duties as may be requested by Council or required by bylaw, order, statute, or regulation.

## Qualifications

- Post-secondary education (degree, diploma, or certificate) is an asset.
- Prior municipal leadership experience or an equivalent combination from another sector.
- Experience with municipal budgeting software e.g., Muniware or equivalent is an asset.
- Completion of or enrolled in a local government management program or public administrator program such as CLGM, NACLAA, LGA would be an asset.
- Completion of provincial emergency management certification would be an asset.
- A minimum of five (5) years of progressive leadership experience.



- Experience with or relevant exposure to the Alberta Municipal Government Act is desired.
- Experience working with a municipal Council or Governance Board is preferred.
- Demonstrated management experience with financial and budgeting processes, strategic planning, government and people relations, negotiations, communications, conflict resolution, and capital works and infrastructure.
- Experience in capital and operational planning.
- Functional computer literacy and Microsoft Office skills.
- Proven interpersonal and communication abilities.

## Equal Opportunity

The Town of Spirit River is committed to equity, diversity and inclusion and recognizes that a diverse staff benefits and enriches the work environment and contributes to organizational excellence. We welcome applications from all qualified individuals including candidates from diverse backgrounds and those with disabilities.

## Compensation

A competitive compensation package commensurate with skills and experience. Further details will be discussed in a personal interview.

## Confidentiality

In compliance and consistent with the Personal Information Protection and Electronic Documents Act ("PIPEDA"), HumanEdge shall respect the privacy and confidentiality of all personal information provided directly or indirectly verbally, electronically or in print throughout the process of candidate engagement in our search assignments.

### **Information, expressions of interest and resumes contact or send in confidence to:**

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