



Chief Administrative Officer, Village of Big Valley

The beautiful historic Village of Big Valley offers a unique career opportunity to be the Chief Administrative Officer (CAO) in a thriving tourist community of 350 residents.

Working closely with Council, you will be responsible for managing the day-to-day affairs of the community. You will provide the leadership skills required to lead a staff of dedicated individuals and play a key role with Council in planning and executing a strategic vision that meets both current and future needs of the community.

Post secondary education related to Municipal Government would be an asset to the position, but related work experience will be considered. Municipal experience in planning and development, regional cooperation and public relations, excellent verbal and written communication skills, supervisory and strong financial skills including tax policy and working within a budget are attributes needed for the job. Experience with Microsoft Office is required. This position offers a competitive salary and benefits that reflect the level of experience.

Send resume, cover letter and 3 references by mail to:

Attention: Sandra Schell, Mayor
Box 236, Big Valley, AB T0J 0G0

Or in person to: 29-1st Ave S. Big Valley, Alberta

Please mark envelopes "Private and Confidential"

*For more information regarding the position please email
info@villageofbigvalley.com*

Deadline: January 21, 2019 @ 4:00 p.m.

Position will be left open until a suitable candidate is found.

*We thank all who apply and advise that only those candidates
selected for interviews will be contacted.*