



CHIEF ADMINISTRATIVE OFFICER (CAO)

TOWN OF DIAMOND VALLEY

AccessHR is pleased to partner with the Town of Diamond Valley in the recruitment of a full-time, permanent Chief Administrative Officer.

ABOUT DIAMOND VALLEY

Diamond Valley offers a perfect blend of investment and outdoor lifestyle opportunities and is home to an impressive selection of developable lands, available retail, commercial and industrial properties, and home-based business options, connected by state-of-the-art fiber optic and transportation networks.

The recently amalgamated community of 5500 offers a high standard of living complete with exceptional health care and community services, recreation and leisure activities, a strong sense of community, and breathtaking scenery - surrounded by nature. The area is unique with a wonderful collection of businesses and amenities all while being an affordable place to live, just a short drive from Calgary.

Welcome to Diamond Valley!

POSITION DESCRIPTION

This is a full-time, permanent position reporting to the Mayor and Council of the Town of Diamond Valley. The position has six direct reports including Manager of Operations, Health & Safety, Manager of Planning & Development, Manager of Community Services, Manager of Finance & Corporate Services, Manager of Legislative Services, and the Fire Chief. The CAO will provide overall leadership and direction to an administrative team of ~45 employees and effectively manage a \$12 to \$14 million budget.

The CAO will continue to lead and inspire the administrative team through post amalgamation change and will be an open-minded and courageous team builder with a sense of humour. The CAO will also have a proven ability to build trusted relationships with council, community leaders, and developers. Further, they will be energized to work with council to achieve some ambitious development plans over the coming years. This opportunity will appeal to individuals who desire to live in Diamond Valley or the surrounding area and participate fully in a vibrant and growing community.

QUALIFICATIONS

- Servant leadership style, ability to instill a sense of purpose, enable skills mastery, and create an environment where teams thrive
- Exemplary public relations, presentation, and negotiation skills; ability to collaborate effectively with a wide variety of stakeholders including other municipalities
- Financial acumen including operational and capital budgeting and fiscal management
- High emotional intelligence, ability to build relationships with a variety of individuals and organizations

EDUCATION & EXPERIENCE

- Undergraduate degree in public administration, business, or related field
- 10+ years municipal government experience including +5 years in a leadership role
- Experience in an interim or permanent CAO role in a similar sized community
- Understanding of Municipal Government Act (MGA)

ASSETS

- MBA, MPA or other related post-secondary degree
- Project Management education and/or experience
- Certified Local Government Managers (CLGM) designation
- National Advanced Certificate in Local Authority Administration (NACLAA)

WHAT WE OFFER

- Competitive compensation plan including comprehensive benefits, employee & family assistance, generous vacation, and an outstanding RRSP matching program.

POSITION REQUIREMENTS

- Relocation to Town of Diamond Valley or surrounding area
- Valid Class 5 driver license
- Availability for evening meetings, weekend events, open houses, and training

APPLY

Interested candidates are invited to apply with a cover letter and resume by email to recruiting@accesshrinc.com. Please indicate "Chief Administrative Officer" in the subject line of your email. **The position posting will close at 6:00 pm on November 13th, 2023.**

All applicants will receive a personalized response and candidates under consideration will be contacted directly. Please be advised that applications will be monitored daily, and interviews may be scheduled throughout the posting period.

We encourage applicants from diverse backgrounds to apply as the Town of Diamond Valley is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, and religion.