

## **EMPLOYMENT OPPORTUNITY**

### **CHIEF ADMINISTRATIVE OFFICER**

#### **ORGANIZATION – Village of Glenwood**

The Village of Glenwood is located in Southwest Alberta along the Canadian Rockies, with a population of 272. The community boasts proximity to Waterton National Park, the Town of Pincher Creek to the west and the Town of Cardston to the east and the Town of Fort Macleod to the north. Beautiful vistas, friendly residents and peace and quiet contribute to a strong feel of community.

#### **Job Description**

In addition to those responsibilities and duties prescribed in Sections 207 and 208 of the Municipal Government Act, and the powers and duties assigned by by-law or resolution of Council, the CAO shall:

1. Coordinate, direct and supervise the implementation of the policies and programs of Council;
2. Submit reports to Council to facilitate effective policy decisions;
3. Attend meetings of Council and Council committees;
4. Provide all program services such as finance, budget development, bylaw and policy development, grant applications, and all relevant documentation required for the orderly operation of the Village;
5. Fulfill the role of Development Officer;
6. Supervise, hire, promote, direct, discipline, demote, suspend and terminate all employees of the Village;
7. Enforce or cause to be enforced by-laws and policies of the Village;
8. Serve as the purchasing agent for the Village in accordance with the operating and capital budgets;
9. Recommend to Council proper staffing levels, salaries, and benefits in accordance with the operating budget;
10. Perform any additional duties assigned from time to time by Council Resolution.

This position is three days per week, Tuesday, Wednesday and Thursday.

Salary to commensurate with experience.

Please submit an application complete with resume, qualifications and references to:

[cao@glenwood.ca](mailto:cao@glenwood.ca)

This competition will remain open until a suitable candidate is found.