



**EMPLOYMENT OPPORTUNITY
CHIEF ADMINISTRATIVE OFFICER**

The Chief Administrative Officer (CAO) is the administrative head of municipality and is responsible for the overall administration of the Town of Oyen. This position is responsible for ensuring that Council's strategic and business plans, goals and objectives are met while providing advice and support for the daily operations of an increasingly changing and complex municipality.

The CAO should be an innovative leader who is comfortable in communicating and collaborating across the organization, as well as building collaborative relationships with the Mayor, Council, and all levels of government representatives, business and community organizations. Your background includes the ability to inspire and motivate staff with a shared sense of motivation and enthusiasm.

Preference will be given to candidates possessing a Certificate in Local Government Administration and progressive experience in municipal administration, or equivalent education and experience.

Remuneration is competitive and negotiable and will be commensurate with experience, knowledge and abilities. A comprehensive benefit package is also provided. Applicants must be willing to relocate to the Town of Oyen.

Qualified candidates are welcome to submit a cover letter and resume in confidence to the undersigned by 4:30 pm on Friday, June 21, 2019

Forward Resumes to:

Town of Oyen
P.O. Box 360
Oyen, Alberta T0J 2J0
Phone: (403) 664-3511
Fax: (403) 664-3712
E-Mail: cao@townofoyen.com
Website: www.townofoyen.com

We thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.