



Position Profile

Chief Administrative Officer

<https://sedgewick.ca>

www.HumanEdgeGlobal.com

About the Municipality

The [Town of Sedgewick](#) is located approximately 83 km (52 mi) east of Camrose at the junction of Highway 13 and Highway 869. In the 2021 Census of Population conducted by Statistics Canada, the Town of Sedgewick had a population of just under 800. The Town resides within [Flagstaff County](#) with the Town of Killam approximately 12 km to the west and the Village of Lougheed 12 km to the east along Highway 13.

Sedgewick's economy is supported predominantly by agriculture, mainly crop production, and the energy services industry. The Town hosts a variety of amenities including a large recreational facility, hockey rink, curling rink, bowling alley, archives and museum, public library, 9-hole golf course, baseball diamonds, racetrack, Churches, a Health Services Unit and K-12 school. Sedgewick Lake full-hook up campground is minutes north of the town. In terms of services the Town hosts restaurants, gas stations, a car wash, drug store and other grocery and retail stores. The Town maintains a firehall with the RCMP detachment and Hospital located in the adjacent Town of Killam. Several clubs and organizations can be found in the Town and area.



The Town is legislated under the Alberta Municipal Government Act and is governed by a Council comprised of a mayor and 4 Councillors (5 in total).

Quick Link:

This [Video Link](#) about Sedgewick, AB is produced by [Joanie Johnson](#) with Coldwell Banker Battle River Realty it offers a great glimpse into the community and all it has to offer!

About the Opportunity

Council is seeking a Chief Administrative Officer (CAO) that will embrace the community and welcome the objective of growing, promoting, and helping develop the Town along with its regional municipal partners. It is preferred the new CAO reside within or near the town. The CAO will report to Council and will be responsible for implementing Council's direction and vision and be accountable for administration, operations and finances for the town.

The Ideal Candidate

The Chief Administrative Officer (CAO) is responsible for providing corporate leadership for the general management and stewardship of the municipality. An ideal CAO should be self-motivated, resourceful, innovative, and a collaborative leader. In addition to having mature tact and diplomacy skills, they will have the ability to build trusting relationships. They will have exceptional interpersonal skills and the capacity to work cohesively with elected officials, residents, community organizations, industry, agencies, businesses, and other internal and external stakeholders including residents.



Roles and Responsibilities

The Chief Administrative Officer (CAO) reports to Council and will:

Leadership and Staff Relationship

- Provide positive leadership, supervision, direction, mentorship and coaching to the administrative team, and review the performance goals and objectives of the leadership team, direct reports, and employees of the town.
- Conduct oneself in an honest and ethical manner.
- Involve staff in setting and reviewing annual goals and objectives.
- Provide practical guidance and timely advice, as required.
- Ensure that staff issues and concerns are addressed respectfully.
- Implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Municipality.
- Promote and encourage the training and development of skills and professional development.
- Create and promote a work culture that embraces health and safety, productivity, succession planning and customer-oriented attitudes.
- Meet regularly with staff to ensure current understanding and knowledge relevant to operational issues, staffing concerns and any concerns received from stakeholders and residents.

Council Relations and Support

- Maintain a positive and productive relationship with Council based on trust, commitment, and open communications.
- Unless excused, attend Council and Committee meetings to contribute and assist in deliberations.
- Be prepared for Council meetings providing all the information required to enable well-informed decisions.
- Regularly update Council on progress, recommended changes and new matters that relate to the strategic plan and other key priorities.
- Prepare and submit reports and recommendations as required by Council and Council committees.
- Develop and recommend, for Council approval, bylaws and policies dealing with non-administrative matters as directed by Council, or at the initiation of Administration.
- Advise and inform Council of issues and developments and opportunities of an operational, legislative, economic development or political nature that relate to the interests of the town.
- Work with Council to address matters of importance to the town.
- Develop objectives that align with the vision and direction of Council and the community.
- Support Council in determining policy by providing information such as other levels of government objectives, social and economic trends, advice of staff, positions advocated by community groups and local businesses

Administration and Organization

- Develop, approve, and implement policies, procedures, and practices dealing strictly with administrative matters.
- Ensure the appropriate implementation of all programs and policies of the Municipality.
- Negotiate contracts, agreements, and transactions required for the effective operation of the Municipality and recommend the approval of such by Council.
- Hire or retain legal counsel on behalf of the Municipality as may be required.
- Attend meetings of such boards, committees, commissions, or other bodies as may be required.
- Maintain knowledge of the key responsibilities within the organization.
- Ensure operations and budgets align with the town's approved strategic and business plans and goals.
- Terminate contracts on behalf of the Municipality or has been directed by Council.
- Review and recommend progressive and responsive policies, procedures, systems, and investments that



may positively enhance Town activities, programs, and services.

- Sign any order, agreement, cheque, negotiation instrument, or document made or executed on behalf of the Municipality.
- Assumes full accountability under the Freedom of Information and Protection of Privacy (FOIPP) Act.
- Listen to the concerns of Council via the CAO's annual performance review and seek to improve any deficiencies on an ongoing basis.
- Provide leadership, oversight, and support to direct reports and Council.
- Ensure that the organization structure for the Town reflects operational needs and achieves objectives and vision established by Council.
- Liaison between industry, developers, regional municipalities, Committees, Commissions and Council.
- Ensures personal professional development relevant to CAO competencies.
- Performs other duties as may be requested by Council or required by bylaw, order, statute, or regulation.
- Work and guide the leadership team to ensure that Town operations aligned with Council's direction.
- Subject to the approval of Council, create or eliminate any organizational divisions or positions.

Legislative Responsibilities

- Maintain a current understanding of applicable municipal legislation and leadership, as well as relevant provincial and federal government programs, policies, and initiatives.
- Ensure all powers, duties and functions prescribed under the Municipal Government Act are fulfilled.
- Ensure municipal compliance to legislation as set out in the Statutes of Alberta.
- Ensure that all municipal staff comply with legislation as set out in the Statutes of Alberta.
- Maintain an understanding of municipal legislation.

Community Engagement

- Develop productive and collaborative working relationships with community partners and stakeholders.
- Solicit input from residents on development of policy, initiatives, programs or investments.
- Explore and encourage community organizations to provide different services throughout the town.
- Establish positive working relationships with officials with neighboring municipalities, industry, surrounding First Nations, and provincial and federal levels of government.

Budgeting and Finance

- Manage the development and administration of the Town operating and capital budgets.
- Ensure compliance with the MGA in terms of budget submissions and reporting.
- Direct as well as approve expenditures in accordance with Town policy.
- Ensure for appropriate reserve fund management to address and plan for future Capital requirements.
- To oversee, review, advise, and update Council on Town assets, debentures, and investments.
- In an emergency, authorize any expenditure not previously approved by Council and report to Council.
- Coordinate long-term land-use, economic development, financial, and capital planning.
- Proactively research and pursue grant funding through various avenues and partnerships for the benefit of the town or region.
- Oversee the management of tax assessment, collection, and appeals.

Economic Development and Tourism

- Be a champion for investment and recreation within the Town and area.
- Oversee economic development and tourism planning, pursuits, promotions, initiatives, and programs.
- Advise on programs and policies to Council which create or increase employment and business opportunities for residents.
- Participate in regional economic development committees and explore potential for productive partnerships.
- Apprise Council and Town employees of significant trends, opportunities, and threats.



Qualifications

- Post-secondary education (degree, diploma, or certificate) is an asset.
- Prior municipal leadership experience or an equivalent combination from another sector.
- Exposure or experience with municipal financial budgeting software e.g., Excel, Munisoft/Muniware, or equivalent is an asset.
- Completion of or enrollment in a local government management program or public administration program such (e.g. CLGM, NACLAA) would be an asset.
- A provincial emergency management certification is an asset, but this certification is optional.
- A minimum of five (5) years of progressive leadership experience.
- Experience in applying, managing, and reporting on grant funding opportunities.
- Experience and or knowledge of 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 and mature interpersonal and communication abilities.

Desirable Attributes

- | | | |
|---------------|-------------------|----------------------|
| • Maturity | • Well organized | • Open-minded |
| • Progressive | • Fiscally astute | • Politically astute |
| • Ethical | • Efficient | • Business minded |
| • Supportive | • Innovative | • Customer centric |
| • Intuitive | • Communicative | • Safety conscience |
| • Strategic | • Thorough | • Respectful |

Equal Opportunity

The Town of Sedgewick 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.

Resumes may be sent in confidence to:

Ken Glover, BSc., RPR, Managing Partner, HumanEdge Global
 Phone: 780-902-1174 E-mail: ken.glover@humanedgeglobal.com
www.humanedgeglobal.com