

# Chief Administrative Officer (CAO)

## Kneehill County

### Three Hills, AB



Situated in the heart of central Alberta, and approximately 1 hour south east of Red Deer and 1 hour and 20 minutes north east of Calgary, Kneehill County is a progressive rural municipality comprised of 814,653 acres of land and a population of approximately 5,000. Within the Kneehill County boundaries, are the Towns of Three Hills and Trochu, Villages of Acme, Carbon and Linden, and 4 Hamlets (Torrington, Huxley, Swalwell, Wimborne) and other neighbourhoods (Hesketh, Sunnyslope) with a total combined population of 11,193. Agriculture is the backbone of the local economy, complemented by oil and gas, alternative energy such as wind power, as well as tourism and outdoor attractions including Horseshoe Canyon. Kneehill County is also part of the Canadian Badlands tourism group.

Reporting to the Reeve and six Councillors, the Chief Administrative Officer (CAO) is responsible for guiding the day-to-day affairs of the County as outlined in the Municipal Government Act (MGA), County by-laws, and policies as set by Council. There are 75 FTE's, five direct reports (Director of Corporate Services, Director of Municipal Services, Communications Officer/Legislative Services, Information Management Supervisor, and the EA to the CAO & Customer Services Supervisor), as well as an operational budget of \$24M, and a capital budget of \$10M.

In addition, the CAO will also:

- ✓ Provide effective advice and support to the Reeve and Council in developing, implementing, and executing policies and strategies, evolving governance structures, and improving the ongoing sustainability of Kneehill County
- ✓ Deliver solid leadership to the senior leadership team and County staff.
- ✓ Promote opportunities for economic development and foster intermunicipal collaboration in the region.
- ✓ Ensure that County staff are committed to providing the highest level of service to the general public and the business community through strong policy, process, and clear and transparent communication.

The successful candidate will possess the following:

- ✓ A post-secondary education, or a combination of relevant training and senior leadership experience. A CLGM designation would be an asset.
- ✓ A demonstrated track record of strong leadership and direction with prior senior management experience, preferably in local government.
- ✓ Proven ability to work effectively with elected officials, neighbouring municipalities, joint partnerships, businesses and industry, provincial and federal levels of government, Boards and committees, and the general public.
- ✓ A comprehensive understanding of the financial and budgeting process.
- ✓ Appreciation of the legislative process and ability to work with the Alberta MGA.
- ✓ Demonstrated experience in strategic planning, organizational development and achieving results in building team relations.

***For further information please visit our website, or contact:***

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