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## **OPPORTUNITY PROFILE**

### **Chief Administrative Officer**



## **The City of Airdrie**

[www.airdrie.ca](http://www.airdrie.ca)

Airdrie is a young and dynamic city, thriving in economic opportunity and bundled with every day amenities, where modern influence meets the spirit of the past.

The City of Airdrie, with a population of approximately 75,000, is located just 10 minutes north of Calgary—a quick drive from the Calgary International Airport. Airdrie offers a wide range of accommodations, dining establishments, attractions and experiences with both a small town feel and big city amenities.

Airdrie's location is ideal for the Alberta experience traveller. With an open, accessible and central position, making Airdrie your home base allows quick commutes to some of our nearby provincial attractions.

The City's genuine hospitality, cozy and world-recognized friendly disposition, makes Airdrie the ideal place to live, work and play.

## **The Role: Chief Administrative Officer (CAO)**

The CAO is responsible to the Council for the overall administration of the municipal operations of the City in accordance with the objectives, policies and plans approved by Council. In carrying out those responsibilities, the employee shall work in close liaison with the Mayor and supervise City administration personnel in performance of their duties.

This role will appeal to individuals who wish to live in Airdrie, with a proven track record of leadership, financial acumen, political savvy, and the ability to work collaboratively with Council, staff, citizens, levels of government, regional boards and other community partners.

## Key Responsibilities:

The CAO will support the Municipality, its Council, staff and residents in realizing the City's full potential by providing leadership in the following areas:

- Attend at Council or be represented by their designee, at all meetings of the Council, committee, boards and commissions appointed by Council. On behalf of Council, be ultimately responsible for the entire administrative process of the City of Airdrie.
- Provide managerial direction to all City officials and departments and always maintain an effective organizational structure to for City administration, and each department. In that capacity they shall ensure the development and maintenance of overall personnel policies and job descriptions for City officials and department heads. They shall also recommend to Council any necessary changes in the duties, responsibilities, or authority of all Municipal officers and/or department heads.
- Be ultimately responsible for the hiring, development, compensation, motivation, promotion, discipline and necessary dismissal of all City staff, at all times making full and appropriate use of the organizational structure. The CAO, however, shall be required to report to Council and seek approval for the dismissal of any department head or officer appointed by Council.
- Take all reasonable and proper steps to ensure that the business of the City is at all times conducted without fear or favour, with proper regard to Federal, Provincial, and Municipal law and current civic policy as established or ratified by Council.
- Take all reasonable and proper steps to ensure that Council is advised in a proper and timely manner as to the effectiveness of current policies, by-laws, procedures, and other City matters within the purview of the CAO.
- Take all reasonable and proper steps to ensure an appropriate and timely response to requests for information from Council, the public, or from the news media, having due regard to established City policies as amended from time to time by Council.
- Seek information from, keep informed by, and assist in the administration of the functions of the Municipal Secretary and Municipal Treasurer regarding the financial policies of the City of Airdrie as they relate to:
  - The preparation and maintenance of a three-year operational and capital plan.
  - The timely preparation and presentation of Annual Budgets.
  - The preparation of monthly financial statements, together with reports thereon, to include budget comparisons and areas of concern.
  - The preparation of year end financial statements for audit purposes, and the timely submission of same to the Department of Municipal Affairs.
  - The safeguarding of the assets of the city.
  - Any other financial duties, as directed from time to time by Council.





- Positive and effectively promote the City of Airdrie by participation in various municipal and governmental liaisons. Cooperate with the Mayor and Council so as to ensure that the city is properly represented at all appropriate ceremonies or public events.
- Work closely with the mayor and other appropriate city officials in determining the order or priorities of matters for Council's consideration.
- Take all reasonable and proper steps to ensure that the city administration remains abreast of policies and procedures being developed or utilized in other municipalities and recommend adoption by Council of those which would be of benefit to the City of Airdrie.
- Remain knowledgeable regarding government legislation and grant programs which affect the City of Airdrie and ensure that this knowledge is provided to the City Council, and to the appropriate staff and agencies.
- Take all reasonable and proper steps to ensure effective leadership and decision making by way of a productive and interactive relationship with the City's senior personnel.
- Take all reasonable and proper steps to ensure the best and highest possible level of service to the citizens of Airdrie, commensurate with available budget and resources, and ensure that the highest possible level of value for dollar is attained.
- Assist in the establishment of medium- and long-range plans for maximizing the efficiency of the utilization of the City's financial and human resources and arrange for the implementation of those plans when they are ratified by Council.
- Be responsible for establishing an overall goal of excellence in delivery of public services in the City, having due regard to the available resources and established policies of the City as ratified by Council.
- Be the Chief Purchasing Agent of the City with authority to purchase, or delegate the purchase of, all materials, supplies, and services and entered contracts when so required by Council, or authorized or approved by Budget, in accordance with the purchasing policy as approved by Council.
- Perform such other duties within the scope of the function of a CAO as set forth in the Municipal

Government Act of the Province of Alberta (as amended) as may from time to time be required by Council by way of Resolution.

- Assume appointment by Council to the functions, duties and offices of Municipal Secretary, Municipal Treasurer, and/or Director of Disaster Service as Council may from time to time direct.

## **The Person: Experience & Education**

- The ideal candidate is a proven leader, with relevant post-secondary education and senior management experience in either the public or private sectors. Previous municipal government experience is ideal, but not a requirement. Candidates who bring strong leadership together with demonstrated business and financial acumen from working within other complex organizations (public or private) will also be considered.
- A relevant post-secondary education and professional designations, combined with a CLGM or LGA is desirable, however, other impressive combinations of education, experience and credentials will also be considered.
- The successful candidate will have highly developed interpersonal, communication, and public relations skills, have demonstrated success in leading progressive administrative teams, and building strong relationships with stakeholders. Success in economic development will also be an asset.

### **Top three Priorities as identified by Mayor and Council:**

- Strengthening intergovernmental relationships.
- Streamlining processes and general "red tape" reduction.
- Building trust with all stakeholders, internal and external.

## **Knowledge, Skills & Abilities:**

**Leadership Skills and Making Decisions** - Demonstrates authentic leadership style giving guidance and support, a mentor and positive role model. Analyses all factors involved to reach a sound conclusion. Helps team members evaluate alternatives to reach a realistic solution. Makes sound recommendations. Demonstrates the ability of create plans/programs that support the City's corporate vision. Produces high quality results. Delivers on commitments. Maintains composure and a positive attitude when under stress and pressure. Aligns behaviours with corporate values, principals, and goals.

**Teamwork, Cooperation, and Influencing Others** – Proven record of being able to inspire, direct and evaluate people and activities of a complex organization. Effectively gains the trust and support of others and skillfully negotiates win/win outcomes. Respects team decisions while having the ability to challenge others on the team to "think outside the box". Demonstrates the ability to harmonize and foster appreciation of different thinking, working and problem-solving styles. Effectively communicates organizational strategies so they are well understood, and staff is motivated and engaged in achieving them. Ability to positively influence others through communication and interaction skills and to effectively get ideas and information across to others. Provides visible and effectively support of corporate initiatives. Demonstrates ability to trust others to perform by delegating both routine and non-routine work and decisions.



**Visionary** – "Fresh Eyes and Fresh Thinking". Understands and interprets social, economic and political trends and issues facing municipalities. Innovative, open-minded and willing to explore new ideas and approaches. Demonstrates humility and self awareness. Maintains an open mind to new and different ways of thinking and working. Ability to develop a collective vision amongst employees. Viewed as a change leader; identifies and successfully pursues opportunities that add value.

**Human Resource Management** – Supportive and confident leader who demonstrates empathy and emotional intelligence with the ability to bring diverse individuals, departments and program initiatives together. Consensus builder with excellent conflict resolution skills. Ability to balance directing staff and trusting their judgement and actions.

**Financial Acumen** - Leads with a strong sense of service, urgency and accountability in all financial planning, budgeting, and management reporting. A proven ability to work in challenging fiscal environments. Relationship builder with strong "business and financial acumen" to assist in economic development and other initiatives. Cuts through complexities to identify critical issues.

**Communication and Interaction** – Demonstrates the ability to listen and respond in a manner that ensures effective interactions. Encourages full expression of ideas, opinions and concerns. Able to deliver difficult messages effectively and diffuse high-tension situations with skill. Builds trust. Is sensitive to diverse needs of staff, Council and the community. Highly ethical, honest, forthright and transparent.

**Business Acumen and Politically Astute** – Understands the key business priorities of the organization. Establishes an interactive and integrated strategic planning process with all stakeholders, based on accurate readings of the environment, customer wants and needs. Able to assess results, predict problems and roadblocks, adjust schedules, tasks, people and priorities appropriately. Able to build and act on customer/community needs, problems, opportunities and possibilities. Able to consider things in a political context.

**Customer Service** – Confidence in ensuring customer needs are identified and addressed; ensuring appropriate consultation with all stakeholders; and deliver timely, cost effective and quality service. Simplifies often complex and lengthy matters and runs an administration that is service oriented.

## Compensation

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

## Express Your Enthusiasm for This Role

Email a convincing cover letter and tailored resume (PDF or Word) to **Laura Youngberg** or **Allan Nelson** at **calgary@leadersinternational.com** indicating the job title in the subject line of the email.

**Leaders International Executive Search**

[www.leadersinternational.com](http://www.leadersinternational.com)