



OPPORTUNITY PROFILE

**Chief Administrative Officer**



## THE ORGANIZATION TOWN OF DEVON

### Great Reasons to Live, Build, and Grow in Devon

Located south west of the City of Edmonton, Devon is nestled along the banks of the North Saskatchewan River and offers an abundance of beauty with its breath-taking river valley and that indescribable small-town feeling. Staying connected to nature is an integral part of our local culture, which is why we are the western anchor of the River Valley Alliance and have over **14 kilometres of trails** throughout the river valley and Town. As a part of the [River Valley Alliance](#), we are working towards connecting the entirety of the North Saskatchewan River Valley with nature trails in collaboration with our partners.

Being in touch with nature doesn't mean that we give up on big-city amenities, as Devon is within 20 minutes of Edmonton, and even closer to the [Edmonton International Airport](#) for all your travel escapes. We are also incredibly close to two major employment hubs – the [Acheson Industrial Area](#) and the [Nisku Industrial Business Park](#).

Our local [Lions Campground](#) hugs the shore of the North Saskatchewan River and is the **envy of the region**. Next to the campground is the [Devon Golf & Curling Club](#), which is home to an 18-hole golf course in the summer, turning into cross country ski trails come winter. Other can't miss spots in and around Devon include: Castrol Raceway, University of Alberta Botanic Garden, Rabbit Hill Snow Resort, Canadian Energy Museum (the home of Leduc no. 1), and the Clifford E. Lee Nature Sanctuary. For more attractions & amenities, head over to [Discover Leduc Region](#) for more information.

If you are thinking of raising a family in Devon, you'll be happy to know that Devon is home to **six schools** covering Kindergarten to Grade 12: John Maland High School, Riverview Middle School, Robina Baker Elementary School, Holy Spirit Catholic School, and Devon Christian School. We will also keep you safe and secure in Devon with a [general hospital](#), full-service RCMP facility, and local fire rescue and ambulance services.

Devon is incredibly business friendly if you're planning on extending your roots beyond family. If you choose to invest in Devon, you will be happy to hear that we do not have a business tax and are always looking for innovative ways to collaborate with our business community. With this, we're currently developing a [new business park](#) and welcome any outreach to our [Economic Development](#) team.

For more information, please visit the website of the Town of Devon at [www.devon.ca](http://www.devon.ca).

## THE OPPORTUNITY

Reporting to Council, the Chief Administrative Officer (CAO) provides professional leadership and direction to the management team and staff of the Town of Devon and provides valued, unbiased and strategic advice to Council based on demonstrated municipal experience. Responsibilities include the development and implementation of policies and programs and the provision of effective stewardship, leadership, and communication to ensure the resources of the municipality are managed in a cost-effective and responsible manner.

### KEY ROLES & RESPONSIBILITIES

- Supervises and directs all aspects of administration and operations for the Town (as governed by the responsibilities and administrative duties legislated in the Municipal Government Act).
- Works with Council and staff to maintain and implement a rolling, five-year, comprehensive and innovative strategic plan, operating budget, and capital budget for the Town of Devon. Ensures that all Town programs and projects are implemented in a cost-effective and responsible manner.
- In cooperation with the Mayor and Council, helps to create and implement the vision of the Town in keeping with the strategic plan; assists in the creation and development of setting Town policy, undertaking special projects, and preparing major reports through an open and collaborative environment.
- Ensures all decisions of Council are properly implemented and that Council is advised on all important matters pertaining to the administration of the Town.
- Attends Council, Governance & Priorities Committee, and Budget Committee meetings, in addition to other meetings as requested by Council.
- Communicates the activities of administration to Council.
- Exercises authority and responsibility with respect to organization supervision and operation of all Town's departments.
- Makes recommendations to Council respecting policy, budget, and resolution of issues, Communicates the decisions of Council to Senior Management, and guides their implementation.
- Uses a dynamic, forward-thinking, and collaborative management style to apply effective leadership, management, and mentorship principles throughout the various departments of the organization.
- Plans, coordinates and communicates effectively with Council, ratepayers, Town staff and other levels of government while being sensitive to the management and political implications.
- Ensures preparation of bylaws and is responsible for the enforcement of Council resolutions and bylaws.
- Ensures the prompt and proper handling of all requests, inquiries, and complaints from residents of the Town.
- Performs related duties as required by Council.

### KEY PRIORITIES & CHALLENGES

Key priorities and challenges include:

- Building trust and confidence by demonstrating good leadership, negotiation skills and developing synergies amongst all key internal and external stakeholders and key community partners. Developing and cultivating collaborative relationships with the community and regional partners.
- Working closely with Council to build a Corporate Strategic Plan.
- Working closely with Alberta Transportation to deal with transportation issues.

- Empowering and developing the skills of the leadership team and working collaboratively to achieve the goals of the Town.
- Reviewing the overall organizational and fiscal structure and discovering innovative strategies to increase cash flow through various external fundraising methodologies
- Implementing and executing those ideas in a seamless manner.
- Working closely with Council to review the Town's growth plan and external levies.
- Prioritizing capital expenditures and investment and managing complex infrastructure projects, including developing relationships with developers and contractors. Finishing ongoing projects and focusing on enhancing infrastructure.
- Merging all the Town's individual plans into a single comprehensive master plan.
- Developing organizational capacity while operating with limited resources as a smaller community.
- Working closely with Council to initiate change and identify "out-of-the-box" innovative solutions by demonstrating business acumen, implementing strategic goals, facilitating respectful discussion, and challenging ideas.
- Working closely with Council to develop, implement, and discover entrepreneurial solutions that promote economic growth and success for the community and its stakeholders.
- Managing change and growth as the community evolves into a larger municipality.
- Staying up-to-date with financial and planning matters.

#### **Key measures of success in this position will include:**

- Establishing strong, transparent relationships with Council and the leadership team with consistent communication.
- Having a positive impact throughout the entire organization and in every department of the Town.
- Progress made towards achieving strategic priorities and goals set by Council.
- Developing a good understanding of the culture of the organization.
- Developing a good understanding of the Town's overall financial structure and its year-end financial statement.

## **THE PERSON**

### **QUALIFICATIONS & EDUCATION REQUIREMENTS**

- Post-secondary education in Public Administration, Management, or a related field and an additional professional designation would be preferred. Demonstrated commitment to professional development is an asset.
- Successful experience in a CAO or senior management capacity in a municipal organization is strongly preferred. Other public/private sector organizational experience may be considered.
- A demonstrated ability to build relationships and develop confidence is required.
- A builder of a strong, progressive, culturally diverse and inclusive environment.
- Demonstrated experience in strategic planning, policy development, financial acumen and resource management is required.

- Management experience within a municipal setting and experience working with elected officials and boards is a requirement.
- Familiarity with municipal structure, operations, land management/Area Structure Plans and knowledge of mixed rural/urban communities; experience with EMRB or the region.
- Knowledge and familiarity with the Municipal Government Act and any changes that impact the Town.

## KNOWLEDGE, SKILLS & ATTRIBUTES

The CAO will have a progressive leadership record demonstrating the ability to create and maintain positive relationships with key stakeholders, elected officials, staff and the community. Among other attributes, the following will be important:

**Visionary Leadership Skills**—Demonstrates a progressive and visionary leadership style while giving guidance and support to staff and leadership and acting as a facilitator to Council. A mentor and positive role model who can communicate potential opportunities to departments while empowering staff and incorporating the views of others. Uses a practical and common-sense approach.

**Management Skills**—Has a proven record of being able to motivate, plan, direct, and evaluate people and activities in a broad-based public-sector organization; leads by example; has solid human resource management skills. Encourages staff to reach their potential, personal growth and development for self and others.

**Decision-Making Skills**—Ability to assess situations objectively to determine the importance, urgency, and risks and make clear decisions which are timely and in the best interests of the Town. Recognizes priorities and changing approaches. Shows common sense and intuitive judgment abilities. Able to make effective operational decisions.

**Communication**—Exceptional listening, verbal, written, and presentation skills; highly effective internal and external communication skills. Uses a clear, concise, and positive style; builds trust through presenting ideas clearly and effectively listening to others. Is a straightforward, tactful, and respectful communicator.

**Strong Interpersonal Skills**—Outgoing, energetic, vibrant, and able to effectively build relationships with a wide range of stakeholders, including regional partners. Patient and resilient—embraces challenges while accepting the reality of obstacles. Is flexible and adaptable; works comfortably with individuals, teams, and larger committees. Diplomatic and emotionally mature; possesses well-developed negotiation skills—able to resolve conflict and facilitate negotiations with tact and diplomacy. Friendly and approachable.

**Strategic Planning**—Provides executive leadership to all corporate initiatives and ensures accountability for the achievement of results throughout the Town of Devon.

**Change Management**—Energetic and able to lead in a changing environment; experienced in evaluating organizational structure and effectively implementing required changes to elevate the skill level and improve the efficiency of an organization. Can alter course/direction when necessary while maintaining a clear and consistent vision; enjoys and embraces new challenges.

**Innovation**—Embraces new and progressive ideas for providing exceptional service to the citizens.

**Integrity & Trust**—Possesses impeccable integrity and ethics. Respectful of others and respected by peers. Is honest, sincere, dependable, authentic, and trustworthy. Is committed to the Town's values, vision, and mission and acts as a role model.

**Customer Service**—Helps define service delivery processes and implements changes to improve the quality of results. Has functional and operational knowledge of key municipal services. Recognizes the value of operational planning and technology integration in providing customer service. Ensures customer needs are identified and addressed; ensures

appropriate consultation with all stakeholders is timely, cost-effective and of quality service; respects and understands the public/citizens.

**Conflict Resolution**—A consensus builder with a proven ability to solve problems by engaging people from diverse or polarized positions in a positive manner.

**Financial Management**—Has a proven ability to manage in all fiscal environments and leads with a strong sense of service, and is efficient in budgeting, financing and information reporting.

**Pragmatic Decision Maker**—Believes in involving people in processes to establish priorities and shows sensitivity to changing approaches. Shows strong common sense and intuitive judgment abilities.

**Commitment to Community**—Presents a strong commitment to comprehensive community services; has a willingness to be visible in the community.

**Self-Confidence**—Possesses confidence in their own skills and abilities; can make difficult decisions, stand by them and demonstrate a positive attitude. Demonstrates senior executive qualities with professionalism.

**Organizational Skills**—Ability to simplify often complex administrative and service matters; has the ability to separate important issues and prioritize work initiatives.

**Politically Astute**—Knows and understands legislative and regulatory processes and has an intuitive ability to read the political implications of recommendations and actions; ability to remain neutral and objective with Town Council and consider issues on their own merit as well as offer opinions, as requested. Has the ability to deal effectively with people from other government levels, regional growth partners, as well as outside parties such as media.

**Inter-municipal Relationships**—Develops, fosters, and encourages inter-municipal relationships. Recognizes the value of working with other municipalities towards common goals.

**Media Savvy**—Exceptional media relations skills and familiarity with social media.

## 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.

## TO APPLY

For more details or to further explore this important strategic leadership opportunity, please contact:

**Anurag Shourie or Sonny Kapoor or Deepthi Koshy**

Leaders International  
Suite 501 Fox One  
10226 – 104 Street  
Edmonton, AB T5J 1B8

Phone: 780-420-9900 Email: [Edmonton@Leadersinternational.com](mailto:Edmonton@Leadersinternational.com)

To apply, please submit a Cover Letter and Resume directly to [edmonton@leadersinternational.com](mailto:edmonton@leadersinternational.com) outlining your interest, qualifications and experience.