



CHESTERMERE

OPPORTUNITY PROFILE

Chief Administrative Officer

The City of Chestermere

Alberta's fastest growing municipality, the City of Chestermere, located in Southern Alberta (15 minutes from Downtown Calgary), has rapidly evolved into one of the most dynamic lakeside resort style cities in the province.

With a sizeable, diverse population of (approx.) 24,000 residents, excellent schools in safe communities, an 18-hole golf course, and a beautiful lake that allows for all types of water sports, it is a vibrant, forward - looking community that is deeply invested in its expansion and growth.

To learn more about the City of Chestermere visit: thecityofchestermere.ca

The Opportunity

The City of Chestermere is a thriving municipality committed to building and maintaining a cohesive and secure community that serves its residents, attracts visitors, and promotes future growth.

The Chief Administrative Officer (CAO) plays an integral role in the strategic leadership, operational and financial management of the overall administration of the municipal in accordance with the objectives, policies, and plans approved by the City Council. They are responsible for directing, controlling, and coordinating the strategic activities of all City departments. Working with a management team comprised of senior staff, the CAO ensures that the policies of the City are implemented and advises and informs City Council of the progress and affairs of the City. The CAO performs all the duties and exercises the powers / functions assigned by all applicable enactments and / or as assigned by City Council.

Key Roles & Responsibilities

- Build a deep understanding of the City's context, direction and priorities (in accordance with council recommendations) and translate these into departmental strategies and priorities.
- Lead strategic/ financial planning and execution, fund management / allocation and implementation of all policies and programmes
- Influence, inspire and align all critical stakeholders i.e. new City Mayor, Council & Staff
- Bring strong entrepreneurial flair and a proactive attitude; build and grow teams, functions and infrastructure from a nascent stage; Provide strategic direction to city staff and further develop a culture of customer service; team building; partnership; innovation; fiscal responsibility; empowerment and employee recognition.
- Spearhead Financial, Legal and intergovernmental relations; Develop and maintain an effective relationship with the federal government, provincial government, other local municipal governments, and municipal association officials.
- Inculcate Transparency and Openness in management style and culture of the organization; Lead with high moral and ethical standards and unwavering integrity
- Demonstrate strong conflict & crisis management skills

- Provide leadership and oversight towards creating and cementing a robust organizational and operational structure.
- Ensure the current and long-term effectiveness and sustainability of the organization.
- Prepare and submit annual operating and capital program budgets to City Council for its approval; Monitor and report to City Council the status of the operating and capital budgets that were approved by City Council as requested/required.
- Request for City Council's approval, on non-administrative matters.
- Attend all City Council meetings and committees as required.
- Act as liaison between the City and the Commanding Officer of the RCMP detachment.
- Hire or retain legal counsel or subject matter consultants on behalf of the City as required.

Opportunities & Challenges

The City of Chestermere is at an important juncture in revitalizing its position post recent personnel/governance changes and creating and implementing the vision for the community's future. As Chestermere continues to grow, the City is committed to providing quality level services to residents, businesses and visitors and dedicated to the safety, security and well – being of its residents.

The greatest challenges continue to be that of governance and seamless operations in the light of the city's increased capacity. Chestermere is transforming from a small city to a mid-sized city and making the shift to manage a new, larger environment. The CAO will need to invest in corporate priorities such as:

- Building trust and confidence in the City of Chestermere by demonstrating strong leadership, negotiation skills and developing synergies amongst all key stakeholders.
- Working closely with Council to initiate change and identifying “out-of-the-box” solutions by demonstrating strong business and political acumen, developing a strategic plan, implementing strategic goals, facilitating respectful discussion, and challenging ideas; Supporting the City's corporate planning process and ensuring adherence to Council's strategic plan.
- “Getting-up-to-speed” on the entire City financial and planning matters leveraging a high level of business acumen.
- Being an open, honest, and respectful communicator; developing strong relationships with Council, the community, and with regional partners.
- Empowering and developing skills of the leadership team to engage and work collaboratively to achieve the City's goals; continuing to build and support a “team culture.”

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.
- Demonstrated experience within a mid-to large complex municipal setting and experience working with elected officials and boards is a requirement. Has a comprehensive understanding of governance.
- A builder of a strong and progressive cultural environment.
- Demonstrated experience in policy development, financial acumen, and resource management is required.
- A positive record of working effectively with elected officials, community volunteers, boards and committees, and public consultation processes.
- Proven experience in strategic planning, organizational development and achieving results while building teams, and positive labour relations.
- A strong understanding of economic development.
- Experience in implementing and executing development plans, capital works, and infrastructure improvement programs.
- Knowledge and familiarity with the changes to the Municipal Government Act and their impact on the City.
- Understands regionalization and collaborative regional growth strategies.

The CAO is required to live in the City of Chestermere.

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. Amongst other attributes, the following will be important:

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, 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 achievement of results throughout the City of Chestermere.

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 City's values, vision, and mission and acts as a role model.

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.

Customer Service—Helps define a service delivery processes and implements changes to improve on 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—Is a consensus builder with a proven ability of solving 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 an 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 City 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, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

Express Your Enthusiasm

Our organization values diversity, equity, and inclusion in all aspects of our operations. We invite candidates to contact us directly with any accommodation requests.

To apply, please email a cover letter and resume (PDF or Word document only) to **Anurag Shourie** or **Shubi Jain/Deepthi Koshy** at edmonton@leadersinternational.com, indicating the job title in the subject line of the email.

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