



The Municipal District of Acadia No.34 is inviting applications for a full-time Chief Administrative Officer (CAO)

The MD of Acadia is in east-central Alberta along the Saskatchewan border and is home to 494 people. Reporting to Council, the CAO is responsible for a variety of tasks, including:

- Financial Management
- Human Resources
- Legislation and Policy Implementation
- Community Engagement
- Intermunicipal Collaboration
- Planning and Development

The MD of Acadia is seeking an individual that is highly motivated with excellent communication skills. The individual should possess strong organization, leadership, and interpersonal skills to guide staff, interact with community members and groups, and an ability to provide Council the necessary information and advice to make informed decisions.

The ideal candidate will also possess at least 3 years of experience in municipal administration; a post-secondary degree; and a strong knowledge of the Municipal Government Act (MGA) and of the fundamentals of financial management (budgeting, accounting, PSAB principles).

The salary range for this position is \$90,000 - \$120,000 annually with a competitive pension (LAPP) and benefit package available.

To apply to this position, please forward your resume and cover letter, along with 3 professional references to:

CAO Competition
Municipal District of Acadia No.34
Box 30
Acadia Valley, AB
T0J 0A0

Or via email to: councillor.rafa@mdacadia.ab.ca

Position will remain open until a suitable candidate is found.

For more information on this position, please contact Peter Rafa at 403-664-9135