

Village of Marwayne

Chief Administrative Officer Employment Opportunity

Closing Date: April 30th, 2025 or until suitable candidate is found



The Village of Marwayne is seeking a highly motivated person to join our team as Chief Administrative Officer. Reporting to the Mayor and two (2) Councillors, the Chief Administrative Officer (CAO) is responsible for the overall administration of the municipality and the day-to-day operations in accordance with the objectives, policies and plans approved by Council.

Position Responsibilities

- Provide strategic leadership to the Village and Council
- Lead the administration team in accordance with Council's priorities, policies and bylaws
- Review and process development permit applications
- Oversee municipal operations, including financial management, infrastructure and service delivery
- Develop and implement long-term plans to ensure sustainability and growth
- Prepare and present reports, recommendations and budgets
- Build strong relationships with Council members, residents, and community stakeholders
- Ensure compliance with the Municipal Government Act (MGA) and other relevant legislation
- Prepare and draft grant applications for operational and capital projects

Position Requirements

- Valid Alberta drivers license
- Satisfactory criminal record check
- At least five (5) years of related and progressive senior leadership experience, preferably in a local government setting
- Familiarity with the Municipal Government Act (MGA) legislation, as well as a Certified Local Government Manager (CLGM) designation would be considered an asset
- National Advanced Certificate in Local Government Administration (NACLAA) Level one (1) or higher is considered an asset
- Bachelors Degree in Public Administration, Business Administration, or a related field would be considered an asset. Equivalent combinations of education and experience will be considered.
- Proven ability to lead employees in a dynamic and multi-dimensional service organization, coupled with the ability to integrate and implement complex planning and policy initiatives
- Demonstrated record of working effectively with elected officials, volunteer boards, stakeholder groups, industry and business, various levels of government (local, provincial, and federal), indigenous groups, as well as the general public
- Ability to work cooperatively in a positive team environment
- Substantial degree of personal initiative with good planning and organizational skills

Application Process

- Should you be interested in this position, please submit your resume via email to Shannon Harrower at cao@marwayne.ca. You must specify the position you are applying for and the qualifications you possess which make you an ideal candidate for the job.
- Position open only to those legally entitled to work in Canada.
- Although we appreciate the interest of all applicants, only those selected for an interview will be contacted.