



Village of Champion Employment Opportunity

Chief Administrative Officer

Village of Champion Located 22km south of Vulcan and 75km north of Lethbridge on Highway 23, Champion is small urban living at its best.

Village of Champion is seeking an initiative-taking individual who is talented and semi seasoned professional to be its CAO whose interpersonal skills have a synergy in working with not just the public but the community.

Key involvements include the development and maintenance of sound policies and procedures that will promote efficiencies in all department, and the fostering of open and strategic relationships with the public and regional partners.

The ideal candidate (but we are willing to offer training to the right candidate) will possess:

- An intermedia level of competency (i.e., professional experience) coupled with and employee management in a collaborative environment.
 - Experience in a Project Management coupled with Capital and Operational budgeting and implementation.
 - The demonstrated ability to communicate effectively with fellow staff, the public, and ability to collaborate with staff, builds partnerships with neighbouring municipalities while effectively representing the interests of the municipality and good time management skills.
 - Good knowledge in municipal legislation including the Municipal Government Act, Municipal By-Laws, Policies, and associated processes.
 - Sourcing, securing, and managing both public and private grants.
 - A great degree of professionalism-honesty and integrity.
 - A strong commitment towards the development and delivery of high-quality customer service.
- *Demonstrated computer skills with experience and proficiency in the use of Microsoft Office Suite.

***Important to Note:**

- Candidates, kindly provide your Salary expectation in your cover letter.
- This may be an excellent opportunity to those interested in the urban lifestyle and enjoy outdoor pursuits and learning in municipal governance.

Council appreciates the interest and effort of all applicants in applying for this position, however only those selected for an interview will be contacted. Applicants are asked to submit resumes to:

Attention: Mayor & Council at admin@villageofchampion.ca

**** This posting will remain active until the right candidate is located ****