



## Municipal District of Ranchland No. 66

### Candidate Profile

#### Personal Traits:

- Be an effective communicator with excellent interpersonal skills;
- Be knowledgeable of the unique and valued landscape of the MD, its uses, the community and its challenges;
- Be able to lead a team through listening, informing and delegating;
- Be approachable, ethical, professional and demonstrate strong time-management skills;
- Be able to work some evening/weekends as required;
- Be a self-starter and able to build a comprehensive work plan with metrics for accountability; and
- Be able to work effectively with elected officials, staff, landowners, inter-municipal partnerships, Government of Alberta departments, boards, committees, and the public.

#### Key responsibilities and accountabilities:

- Develop and implement policies and programs that are in the long-term best interests of the M.D.;
- Prepare Bylaws at the direction of Council;
- Manage the financial operations of the M.D. including the preparation of operating and capital budgets;
- Perform duties common to a Development Officer and Taxation Clerk;
- Act in any role that may be assigned by the MD's Emergency Management Team, which includes participating in appropriate training and working in the Emergency Coordination Center;
- Effectively lead the Health & Safety Program to maintain COR certification;
- Attend Council meetings and other related committee or stakeholder meetings as may be required;
- Ensure compliance with all relevant legislation;
- Make recommendations, provide support and answer questions for Council;
- Direct the general administrative functions of the MD including supervising staff and purchasing procedures; and
- Monitor all matters associated with risk, legal, finance, business development, infrastructure, environment and community.

#### Qualifications and technical skills:

- Education should include related post-secondary accreditation in: Public Administration/Business/Accounting/or Planning enhanced with the completion of courses in local government and leadership. However, an individual who can demonstrate a career reflecting supervisory roles will be strongly considered;
- Have experience in the collaborative and supportive leadership of teams;
- A working knowledge of the *Municipal Government Act* and other such Acts that apply to the CAO position;
- Extensive experience in Microsoft Office applications; and,
- Strong verbal, written and presentation skills that enable the individual to convey information to staff, Council, the public and the media.