

Website Advertisement



Chief Administrative Officer

Job Type: Executive Opportunities
Organization: Village of Delia, Alberta

Viability Review

It is important to note that the Village of Delia is currently undergoing a Viability Review

Job Description;

The Village of Delia, population of 213, a progressive area with a strong sense of community and family is seeking a Chief Administrative Officer (CAO). Situated between Drumheller and Hanna along the #9 Highway, Delia is a friendly, safe and progressive community. We are nestled at the base of the Hand Hills, known as the highest point in Canada between the Rocky Mountains and the Canadian Shield. The Village of Delia has a lot to offer. We are proud of our facilities that include arena, curling rink, baseball diamonds, campground, Senior Centre and a new K-12 School. To learn more about Delia, please visit our website (www.delia.ca)

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is the administrative head of the municipality and is responsible for the administration of municipal operations and day-to-day tasks of the Village, as directed by Council.

The CAO performs the duties and functions and exercises the powers assigned to a Chief Administrative Officer by the Village and other legislation and has a strong knowledge of the Municipal Government Act (MGA).

The CAO position is a permanent part time position, scheduled for up to 32 hours per week (flexible), and is a one-person office employee.

The CAO will provide leadership to one permanent, full-time public works staff plus a summer student.

If you are ready to take on an exciting and challenging administrative leadership role, here is your opportunity.

Job Summary;

Some of the responsibilities include:

- Prepare annual budget, control expenditures, optimize various revenue sources and ensure cost effective operations are implemented and maximized;
- Attends all meetings of Council and as our administrative leader you will provide appropriate advice, background information and briefing materials to the Mayor and Council in carrying out their range of responsibilities;
- Advise Council of the provisions of relevant legislation affecting its decisions;
- Develop and maintain an effective organization structure for the municipal staff that reflects operational needs and is directed towards accomplishing the objectives that Council has established;
- Plan, manage and evaluate the use of the available human and material resources, provided in the budgets approved by Council;
- Represent municipality with citizens, community groups, developers, commercial interest and with Provincial and Federal government agencies;
- Provide liaison with other authorities and contractors providing public services within the Village of Delia;
- Establish positive working relationships with municipalities within the Starland County region, regional commissions, and relevant municipal associations;
- Establish positive working relationships with officials of the provincial and federal government as required;
- Promote and facilitate open, effective relationships with ratepayers/citizens;
- Establish partnership communication with local and regional stakeholders;
- Develop for approval of Council, comprehensive employee policies and programs covering the selection, compensation, development, retention, appraisals, and placement of Village employees; and
- Ensure that financial systems and controls are developed and implemented.

Qualifications and Experience

- The successful candidate should already have a basic understanding of:
 - the current Municipal Government Act and relevant legislations
 - how to prepare bylaws
 - how to prepare the Council agenda and minutes
 - how property tax and assessments work
 - how municipal utilities work
 - working background in bookkeeping, if not accounting
 - principals of municipal accounting and budgeting
 - calculating the tax rates and preparing a tax rate bylaw
 - calculating and preparing a utility rate bylaw
 - tax recovery legislation
 - municipal planning
 - basic emergency management
- Post Secondary degree in public or business administration or relevant field would be preferred;
- A minimum of 3 years senior leadership experience in a municipal setting would be considered an asset;
- Working knowledge of **Vadim iCity Accounting Software** would be considered an asset;
- Operating knowledge of relevant technology – MS Office etc.;
- Ability to implement development plans, capital work plans, and infrastructure improvement programs;
- Ability to work with and lead staff, and achieve positive outcomes;
- Possess excellent written and oral communication skills;
- Possess strong decision-making and problem-solving skills; and
- Ability to work effectively with elected officials, community volunteers, boards and committees, industry partners, and the public.

Compensation: The salary range offered starts at \$30 per hour based on experience. Employee benefits and pension plans are also included.

Interested applicants are requested to submit their resumes marked CONFIDENTIAL to:
Mayor – CAO Recruitment
Village of Delia Box 206, 218 Main Street, Delia AB T0J 0W0
Or by email to: Thomas Trout, Mayor (TTrout@delia.ca)

We are committed to maintaining an equitable work environment and welcome submissions from all applicants. We thank applicants for their interest however only those selected for an interview will be contacted.

Closing Date: Noon 16Oct 2026