

POSITION PROFILE

Chief Administrative Officer

Starland County

About Starland County

Starland County is in Southern Alberta, approximately 90 minutes northeast of the City of Calgary. Bordered with the Town of Drumheller to the south about 15 minutes away, the County is economically driven primarily by agriculture, oil and gas and linear infrastructure (electric generation and transmission lines and pipelines).

Rich in agricultural and oil and gas economic history, Starland County is made up of five divisions which include several villages and hamlets. Surrounded by natural beauty in the scenic Red Deer River Valley, Starland County's community offers incredible terrain, archaeological history, and ample opportunity for outdoor recreation.

An impressive video montage of all that the County has to offer can be found here.

Starland County Council is made up of five Councilors, one representing each division of the County. Council is led by a Reeve and Deputy Reeve who are elected by Council each fall. With more than 2,000 residents, Starland County is a small but tight-knit community of passionate and hardworking people.

The County's 2021-2031 Strategic Plan is guided by seven priority focus areas:

1. Economic Growth
2. Leadership
3. Communication
4. Community Pride
5. Service Excellence
6. Financial Sustainability, and,
7. Sustainable Infrastructure



The County is governed by a Reeve and four Councillors, who work closely with the Chief Administrative Officer and staff to deliver services and implement Council's strategic priorities.



The Opportunity

Reporting to Council, the Chief Administrative Officer (CAO) is responsible for providing leadership to members of the senior management team and for the administration and coordination of the delivery of services to the County's residents and businesses in a manner that will ensure the sustainable utilization of human, financial and physical resources of the County. The CAO implements the objectives, policies and programs approved by Council and in accordance with the Municipal Government Act, the bylaws of the County and all other applicable legislation.

The CAO's direct reports include a:

- Director of Corporate Services
- Director of Municipal Services
- Director of Public Works
- Director of Community Services
- Director of Rural Services
- Legislative Services Coordinator



About the Ideal Candidate

The ideal CAO **be tenured and possess** mature tact and diplomacy skills**. T**hey will have the ability to build trusting relationships, have exceptional interpersonal skills, the ability to build and support strong teams, and the capacity to work with a diverse group of internal and external stakeholders. Equally as important, they should also have the capacity to work cohesively with elected officials, community organizations, industry, agencies, chambers of commerce, and other internal and external stakeholders including residents. They should invite and welcome diverse perspectives in a respectful environment and facilitate impactful outcomes. Specifically, Starland County's new Chief Administrative Officer will:

- Be "out in front" and lead his or her team to new levels of service and accountability.
- Be prepared to give courageous advice and then fearlessly implement the direction of Council.
- Be inspiring, sharp, and charismatic; and part of a "new school" of CAO's that is adaptive, open minded, and flexible while adhering to bylaws, policies, and procedures.
- Be a skilled communicator- with staff, council, and the public.

Primary Roles and Responsibilities

The main functions and priorities of the Chief Administrative Officer are as follows:

1. Council Relations and Support

The CAO maintains a positive working relationship with Council through open communication and reliable follow-through on its direction. This includes providing timely advice and reports to support informed decisions, keeping Council updated on strategic priorities, and bringing forward emerging issues or opportunities that may affect the County.

2. Leadership and Staff Relationships

The CAO leads and supports County staff, ensuring their work reflects Council's priorities and direction. Through clear expectations and ongoing coaching, the CAO helps employees develop their skills and achieve shared goals. The role also includes organizing responsibilities effectively and promoting a safe, positive workplace where staff provide responsive service to residents.

3. Legislative Responsibilities

The CAO ensures that the responsibilities assigned to the position under the Municipal Government Act are fulfilled and that County operations comply with applicable legislation. This requires staying informed about legislative changes and government policies or programs that may affect the County, and helping Council and staff understand their implications.

4. Community Engagement

The CAO builds productive relationships with residents and community partners, ensuring that County interactions are respectful and responsive. The role includes seeking public input when appropriate and maintaining collaborative relationships with neighbouring municipalities, First Nations, industry and other levels of government to advance shared interests.

5. Budgeting and Finance

The CAO oversees the preparation and administration of the County's operating and capital budgets, ensuring spending reflects Council's direction and meets legislative requirements. The role includes maintaining accurate, timely financial reporting and coordinating long-term financial planning with the County's land-use and economic development goals and infrastructure needs.

6. Economic Development and Tourism

The CAO supports investment and business growth while promoting tourism and recreation opportunities within the County. This includes overseeing related plans and initiatives, advising Council on policies that support local employment, and working with regional partners to pursue opportunities that benefit residents and the local economy.

Qualifications

- Post-secondary education in Administration, Commerce, Business or a combination of equivalent education and experience.
- A minimum of seven years of progressive municipal leadership experience or an equivalent combination from another sector.
- Experience with or relevant exposure and understanding of the Alberta Municipal Government Act.
- Experience working with a municipal Council or a governance board.
- Experience in large-scale capital and operational budgeting and planning.
- Proven exceptional interpersonal and communication skills.
- Specific or supplemental education in public administration or management is a significant asset.
- A rural/ agricultural background and/or economic development experience would be an asset.

Compensation

The salary range is **$175,000- $246,000 per year,** commensurate with experience, education and qualifications. Starland County is a member of the LAPP pension program and offers generous benefits to its employees

TO APPLY

Submit a cover letter and resume in confidence to:

Todd Sharpe
Partner

Email: todd@humanedgeglobal.com
Web: www.humanedgeglobal.com



