



Chief Administrative Officer (CAO)

**Municipality:** Village of Milo

**Job Description**

The Village of Milo is a community of approximately 120 people on the northeast end of the McGregor Lake Reservoir. Incorporated in 1931, the village is approximately one hours drive southeast of Calgary city limits, offering amenities that service a larger rural population in Vulcan County. It is a vibrant community with significant future development potential.

Reporting to the Mayor and Council, the successful applicant will be responsible for managing the day-to-day affairs of the municipality. This includes all finances, budgeting and financial reporting, compliance with legislation, policies, bylaws, planning, development, and human resource management. Additionally, the successful applicant will lead staff and play a key role with Council in planning and executing a strategic vision for the community.

If this opportunity is of interest to you, please forward in confidence; a completed application including a full resume with cover letter outlining professional expectations, and two (2) **work** related references along with two (2) **personal** references.

Application deadline is **1:00 p.m.** on closing date.

**Closing Date** Thursday, December 14, 2017

**Applications can be submitted by email to Mayor Scott Schroeder at [sschroeder@villageofmilo.ca](mailto:sschroeder@villageofmilo.ca) or by regular mail at PO Box 65, Milo, AB T0L 1L0**

**Phone 403-485-9607 for additional information.**