



## Part Time Chief Administrative Officer 24 HRS. Week Milo AB.

Milo is a clean, close knit Village of approximately 127 and is one of five communities located in Vulcan County. It is located on Highway 542, 127 kilometers southeast of the City of Calgary and 72 kilometers east of the Town of High River and ¾ mile from Lake McGregor. We are a progressive community in the midst of realizing its potential, the proud and family Village has something for everyone.

Reporting to Mayor and Council the CAO is responsible for a variety of duties but not limited to:

- Municipal Governance & Policy
- Strategic Planning
- Financial Management
- Planning & Development
- Human Resources
- Intermunicipal Collaboration
- Community Engagement
- Record Management Systems

The Village is seeking a proactive individual that is highly motivated, possess strong leadership and managerial styles and effective interpersonal communication abilities. Knowledge and experience with the Municipal Government Act, (MGA) MSI funding principals, fundamentals of financial concepts and processes, computer literate, knowledge of MuniSoft would be an asset to this position. The ideal candidate should also possess a post-secondary degree in Municipal, Public and/or Business Administration.

Salary range will be negotiated based on experience and exposure that may include a benefit package.

To apply for this opportunity, forward a letter of interest and resume to:

Confidential

CAO Selection Committee

P.O. Box 65

Milo, AB. T0L 1L0

**Or email via [scottschroed@hotmail.com](mailto:scottschroed@hotmail.com)**

**Closing Date: Sept. 20, 2018.**

*"We thank all applicants, but only those selected for an interview will be contacted".*