

Town of   
**Turner Valley**

The Town of Turner Valley, Alberta is a picturesque community within the Municipal District of Foothills No. 31. It is just 30 mins. SW of Calgary and nestled adjacent to the foothills of the Rocky Mountains. The town has a population of approx. 2,500 residents, but also serves residents from the adjacent town of Black Diamond and surrounding ranch lands.

Turner Valley has historical significance with respect to the early development of Alberta's natural gas and ranching industries. Adjacent to the Town across Sheep River is the Turner Valley Heritage Gas Plant. Today Turner Valley's economy continues to be influenced by the energy and ranching sectors, and increasing opportunities for light commercial, retail, residential and an array of eco-tourism and backcountry activities and attractions.



Turner Valley maintains a Fire Department and RCMP detachment and many other community staples such as schools, library, community hall, an 18 hole semi-private golf course, entertainment, business services and other family and community social services.

Key current and future strategic initiatives for Council and Administration include:

- Regional Collaboration
- Promotions, Business and Investment Attraction
- Transparent and Sound Governance
- Embracing and Exploring Technology Enhancements
- Community Engagement
- Sustainable Decision Making Principles
- Visionary Leadership



## The Opportunity

The Chief Administrative Officer (CAO) will **report** to Council.

The CAO is **responsible** for guiding the overall operations and delivery of the day-to-day affairs of the Town as outlined in the Municipal Government Act (MGA), Strategic Plan, Town Policies and Bylaws as set by Council.

Direct and Indirect reports to the CAO currently include the following areas:

- Finance & Administration
- Legislative Services
- Economic Development
- Operations & Engineering
- Family & Community Services
- Emergency Services / Fire
- Facilities
- Planning and Development



## Accountabilities and Responsibilities

- Provide positive leadership, direction, mentorship, and coaching to the administration team.
- Ensure operations and budgets align with strategic plans and annual goals.
- Ensure proper financial recording and reporting consistent with Public Sector Accounting Principles and budget management consistent with MGA requirements.
- Recommends progressive and responsive policies, procedures, systems, and investments.
- Embrace innovation concurrent with the continuous pursuit of cost and operational efficiencies.
- Works with Council to address matters of importance to the Town, and help set vision and direction.
- Maintain an open and supportive relationship with Council ensuring all parties are kept current on Town operations, achievements, and relevant matters.
- Monitors all matters associated with risk, legal, finance, policy, business development, infrastructure, projects, safety, environment, and community.
- Attend Council meetings and other related committee or stakeholder meetings as may be prudent or required.
- Participate and engage in community events and activities.
- Proficient in addressing and managing public relations and conflict resolution.
- Foster, promote and facilitate positive customer services, collaboration, partnerships, accountability, and recognition.



- Build and develop relationships with community members, industries, governments, organizations, institutions, and other potential stakeholders.
- Maintain current knowledge on relevant legislation e.g. Municipal Government Act, and granting avenues / opportunities.

## Qualifications

- Possess a Degree and / or Diploma in Business or Public Administration, or equivalent.
- Progressive senior managerial experience in local government.
- Certified Local Government Manager (CLGM) Certification would be an asset.
- An equivalent combination of relevant management and leadership experience from another sector may be considered.
- Demonstrated senior level management experience with financial and budgeting processes, strategic planning, government and people relations, negotiations, communications, conflict resolution, and capital works and infrastructure.
- Possesses functional knowledge of Microsoft Office Suite of programs.
- Business acumen and sound comprehension of financial management; statements, reporting, and budgeting.
- Experience with municipal software such as Muniware and Questica would be an asset.
- Proven Interpersonal and Communication skills.
- High integrity and respectful of others.
- Takes initiative while duly assessing risk factors.
- Appreciates and applies sustainable principles to the decision making.



Expressions of interest and resume may be sent in confidence to:

**Ken Glover, BSc., RPR**

Client Partner

**HumanEdge Global**

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