



Career Opportunity

Municipality of Jasper

CHIEF ADMINISTRATIVE OFFICER

The Municipality of Jasper is a small, friendly and sustainable community set in the natural splendour of Jasper National Park. The town nestles in a rugged, unspoiled wilderness of unparalleled beauty; snow-capped mountain peaks provide the backdrop for evergreen forests, pristine glacier-fed lakes, and waterfalls. Jasper is both a home to its residents and a destination for visitors from across Canada and around the world. The resident population of approximately 5,000 can swell to 25,000 on a summer day.

The Municipality of Jasper values environmental integrity, social equity, economic sustainability, cultural vitality and participative governance. It is an exceptional place to work and play, and provides an unparalleled opportunity to "Venture Beyond"! You will be encouraged to collaborate with Mayor and Council and with an exemplary, dedicated workforce committed to delivering a sustainable and prosperous future for our community.

As the Chief Administrative Officer, reporting to Council, you will provide leadership and direction to approximately 140 staff, exemplify and instill an attitude of service excellence, and manage an operating budget of approximately \$20M. You will have demonstrated capacity in Human Resource and Personnel Management and a proven ability to recommend, initiate and manage organizational change. You will be a decisive, strategic thinker, adept at delegation, and at encouraging all employees to achieve their maximum potential. You will mentor, lead and inspire staff in an optimistic and creative manner to adopt a culture of unremitting community service, and to provide high quality services in a responsive, responsible and cost-effective manner.

You will work closely with Mayor, Council and senior management team to ensure a focus on critical issues, implement Council policy and strategic priorities, enhance the relationship between Council and staff, and extend collaboration with local and regional partners. You are an exceptional listener and communicator with a track record of success as a relationship-builder, advisor, and leader who is comfortable working and collaborating across the organization as well as with community groups and regional partners.

Jasper has unique governance arrangements arising from its location within a national park, with jurisdictional authorities shared between the Municipality and the Parks Canada Agency. Jasper also enjoys close relationships with neighbouring municipalities and with the Province, each of which is critically important. You will have a comprehensive understanding of intergovernmental relations, with a track record of sustaining long-term relationships.

You are a proven leader as a municipal CAO or as an executive with broad experience in the public or private sector. You are likely to have a post secondary education and a relevant pattern of continuous learning.

The Municipality of Jasper offers a competitive salary and an excellent benefit package.

A position description is available with this posting on the Municipality of Jasper website www.jasper-alberta.com under Employment.

Applications:

Qualified candidates are invited to submit resumes (complete with references and covering letters) in confidence, electronically to: CAORecruitment@town.jasper.ab.ca

- Submissions must be in PDF format as Word Documents will not be accepted.
- The closing date for accepting applications is September 14, 2020 @ 5:00 p.m. MST

Questions:

Should you have further enquiries please write or phone:

- Email: HumanResources@town.jasper.ab.ca
- Ph: 780.852.6502