



Chief Administrative Officer

The Town of Canmore is one of the most beautiful places in all of Canada to live, work and play! Opening out across the floor of the Bow Valley and flanked on all sides by the front ranges of the Canadian Rocky Mountains, Canmore offers the best of all possible worlds. Beginning with an enviable geographic location approximately an hour and a half from downtown Calgary and five minutes from Banff National Park east gate, Canmore offers not only a spectacular location but unequalled outdoor recreational opportunities, great food, and great shopping in the heart of some of the world's most breathtaking scenery.

Canmore's population is 13,992 permanent residents, with an additional estimated 20-30% of non-permanent homeowners and enjoys a singular relationship with its surroundings. Throughout its transition from humble working-class beginnings to its current eclectic mix, Canmore has managed to retain its small town, wilderness flavour. In spite of unprecedented growth, it has integrated this with some of the best dining and shopping in western Canada. Canmore is home to a community whose vision is based on the conviction that environmental sensitivity, affordability, and economic sustainability can be reconciled.

At this time, the Town of Canmore is seeking a Chief Administrative Officer (CAO). The CAO is appointed by and reports to the Mayor and Town Council. The CAO plays a key role in shaping the future of the Town of Canmore. As principal advisor to the Mayor and Council, the CAO supports the development and implementation of strategic objectives, provides executive leadership, oversees operational and financial management, fosters a culture of service excellence, and builds relationships with key stakeholders.

An ideal candidate will have a post-Secondary degree/ diploma in Public Administration/ Finance/ Engineering/ Planning or related areas. (CLGM designation and a university degree in Public Administration or Business Administration and/or certificate in Local Government Studies would be considered an asset). They would have a proven track record of success with a minimum of 5-8 years senior management experience in municipal government/broader public sector as well as proven experience in working with Indigenous stakeholders, strategic planning and transformational leadership.

If you wish to be considered for the position, please forward a cover letter and your resume by email to Kartik Kumar at careers@lesp.ca by **January 9th, 2022**. Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

To view a detailed **Position Profile**, please click [here](#).