



The Village of Irma

CHIEF ADMINISTRATIVE OFFICER FULL-TIME EMPLOYMENT

Situated in East Central Alberta, the growing Village of Irma appeals to all with its outstanding location, family-orientated environment, excellent recreation facilities and numerous services. Located 175 kilometers southeast of Edmonton and 30 kilometers northwest of Wainwright, the Irma community members and visitors enjoy the 9-hole golf course, hockey arena and outdoor rink, curling rink, ball diamonds, K-12 school, and service clubs, all within the safety and heart of the beautiful rolling parkland of the Battle River Country. Additional amenities are offered a short distance away in the close community of Wainwright.

The Village of Irma is seeking a full-time Chief Administrative Officer to provide comprehensive advice to its Council on all aspects of municipal governance and legislative requirements, to ensure the direction of Council is implemented, and to provide effective leadership to the whole organization and community.

The selected candidate will be responsible for preparing, monitoring, and reporting on the annual financial plan. The incumbent will understand the local government needs and challenges of small rural communities, enjoys coordinating information and making decisions, and takes an interest in global issues that affect us all. The ideal candidate will be proficient in various computer software applications including Word, Excel, financial accounting software, etc.

Ideally, the successful candidate will possess strong technical skills in municipal administration and financial management. Excellent communication, analytical and leadership skills are just some of the requirements of the position. Desired candidates would normally require the completion of a certificate in Local Government Administration or equivalent training and experience.

The Village of Irma offers a competitive compensation and benefits package and continuous learning opportunities in a community that enables a superior work-life balance. For more information about the community, please visit our website at www.irma.ca and see if this opportunity suits your lifestyle and career goals.

Interested candidates are invited to submit their application in confidence by **4:00 P.M. August 20, 2019** to:

Village of Irma "CONFIDENTIAL"
c/o Box 419
Irma, Alberta T0B 2H0
Attention: Dennis Fuder
Phone: (780) 842-7060
E-mail: dfuder@irma.ca

We thank all applicants for interest expressed in this competition however only candidates who most closely fit our needs will be contacted for interviews.