



CAREER OPPORTUNITY TOWN OF DAYSLAND

ASSISTANT CAO

The Town of Daysland is recruiting for the full-time, permanent position of Assistant Chief Administrative Officer.

As a member of the management team, the successful candidate will report to and work closely with the Chief Administrative Officer on community matters to implement the decisions of Daysland Town Council. This position has 2 municipal clerks as direct reports. Evening Council and Committee meeting attendance is required approximately 3x/month.

To succeed in this diverse and demanding position, the successful candidate will have or acquire:

- A positive and progressive attitude
- Strong leadership and team building ability
- Municipal management experience and education
- A solid understanding of municipal operations including:
 - Legislative (bylaws and minutes)
 - Financial reporting and budgeting
 - Infrastructure management
 - Planning/development
 - Inter-Municipal partnerships
- Outstanding interpersonal and customer service delivery skills
- Proficient written and verbal communication skills
- Excellent time management and organizational skills
- The ability to manage multiple projects in a fast-paced work environment
- Proficiency with computers and Microsoft Office products is essential
- Valid Driver's License

The Town of Daysland is a thriving regional service centre community with several amenities including top-quality health services, education, local businesses, and recreation. Daysland has a population of 818 and is located 25 minutes east of the City of Camrose, AB along Highway 13.

The annual salary range for this position is **\$50,686 to \$61,756** and includes an attractive pension and health benefits plan. The successful candidate will provide a satisfactory RCMP security clearance check.

Resumes marked "confidential" will be accepted until Monday, March 8, 2010 and can be dropped off, emailed, faxed or mailed to:

Town of Daysland

Attention: Mrs. Shari-Anne Doolaege, CAO

5130 – 50 Street, P.O. Box 610, Daysland, Alberta, T0B 1A0

Fax Number: (780) 374-2455

Email: HR@Daysland.com

Web: www.Daysland.com