



Town of Lamont, AB

Position: Chief Administrative Officer (CAO)

Located 45 minutes east of Edmonton on Highway 15, the Town of Lamont is a progressive and growing community of nearly 1,800 residents. It provides relaxed country living with all the amenities of a larger center. Lamont has a full range of services including a nationally top-rated hospital, a full-service senior's lodge, a pre-kindergarten to grade 12 public school, tourist accommodations, fine dining, as well as a full assortment of shopping needs to ensure your stay is a pleasant one. For additional information, please visit our website at www.lamont.ca and begin to experience city living -country style as our motto states.

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is responsible for guiding the day-to-day affairs of the Town as outlined in the Municipal Government Act (MGA), Town bylaws, and policies as set by Council. With 14 permanent FT staff, and a combined budget of just over \$5.2M, you will:

- ✓ Provide effective advice and support to the Mayor and Council in developing, implementing, and executing policies and strategies to realize the goals and objectives Council has put forth.
- ✓ Deliver solid leadership to the senior leadership team and Town staff.
- ✓ Continue the positive momentum the community has demonstrated and continue to create new and innovative ways to work with our neighbours on cost sharing and resource sharing initiatives.
- ✓ Promote public participation opportunities on civic issues.
- ✓ Ensure that Town staff are committed to providing the highest level of service to the general public and the business community through clear and transparent communication.

The successful candidate will possess the following:

- ✓ A post-secondary education, or a combination of relevant training and senior leadership experience.
- ✓ A demonstrated track record of strong leadership and direction with prior senior management experience....preferably in a municipal setting. Previous CAO experience would be an asset.
- ✓ The ability to work effectively with elected officials, businesses, community volunteers, Boards and Committees, key stakeholders, and the general public.
- ✓ Appreciation of the legislative process and knowledge of the Alberta Municipal Government Act.
- ✓ Proven experience in strategic planning, organizational development and achieving results in building team relations.
- ✓ Ability to implement development plans, capital works and infrastructure improvement programs.

For further information please visit our website, or contact:

Dawn Nielsen, Deputy CAO 780-895-2010 ext 103

email: Dawn.n@lamont.ca

Closing Date: July 31, 2024

Interested applications please submit your resume and cover letter in confidence as follows:

Mail: Town of Lamont, Attn: Deputy CAO, PO Box 330, Lamont, AB, T0B 2R0

Fax: 780-895-2595

Email: Dawn.n@lamont.ca

Town of Lamont thanks all applicants in advance for their interests; however, only those candidates selected for an interview will be contacted.