



## Summer Village of Yellowstone - Chief Administrative Officer

The Summer Village of Yellowstone is located on the shores of Lac. Ste. Anne. The community is home to a combination of permanent and seasonal residents who enjoy lakeside recreational opportunities year-round.

Yellowstone Council is seeking a motivated and competent individual for the position of Chief Administrative Officer (CAO). Reporting to the Mayor and Council, the CAO is responsible for the overall administration and the day-to-day operation of the Summer Village.

### Position Description:

- You will work collaboratively with Council to build our community and effectively represent the interests of the Summer Village of Yellowstone.
- Your leadership skills will nurture the Summer Village's values and communicate those values serving as a role model in creating and encouraging a culture of trust and integrity throughout the community.
- You will consistently seek opportunities to advance and maintain relationships between our Summer Village and the neighboring Summer Villages as well as stakeholders and regional partners.
- Your superior financial and business skills enable you to work through complex decision-making.
- Your municipal experience facilitates a strong understanding of municipal government legislation, environmental regulations, grant funding opportunities, business planning, budget processes and capital project management.
- You share the values of accountability, continuous learning and development, customer service, innovation, open communication and participation in a healthy and safe working environment.
- Your experience in planning and development and familiarity with the intent and application of the Land Use Bylaw will be used to provide efficient decision making with staff on development permits.
- You demonstrate the ability to deliver complex projects on time and on budget by managing priorities and clearly communication with Council.
- The ability to work effectively with elected officials, community volunteers, boards and committees and public participation processes.

### Education and Experience:

A post-secondary education in public or business administration is desired along with a demonstrated progressive career growth in a municipal management role. Equivalencies may be considered. Salary is negotiable and commensurate with experience. Competition for this position will remain open until July 31, 2021.

The Summer Village of Yellowstone thanks all applicants for their interest. All applications will be reviewed however only individuals selected for interviews will be contacted by the newly elected council in late August or early September.

Those interested in applying for this contract position are invited to forward their resumes with cover letter outlining expected salary to:

Don Bauer, Deputy Mayor [don.svyellowstone@gmail.com](mailto:don.svyellowstone@gmail.com) and/or

Russ Purdy, Mayor [russforyellowstone@yahoo.com](mailto:russforyellowstone@yahoo.com)

**No phone calls please.**