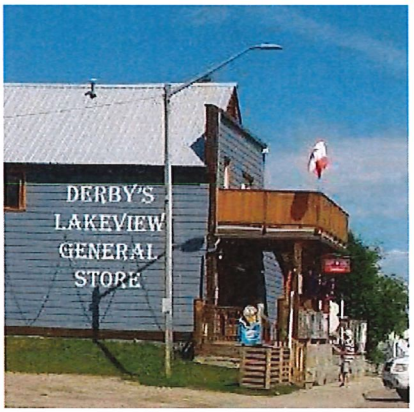
Opportunity Profile

Chief Administrative Officer

Village of Seba Beach, AB

THE ORGANIZATION

Located 85 kms west of Edmonton, the Village of Seba Beach was incorporated in 1920 and is a quaint throwback to simpler times where families, friends and neighbours come together to enjoy days on the water, evenings around the fire and the outdoor tranquility of lake living.



The 1912 nostalgia of Derby's General Store greets visitors turning onto the main street leading to the beach. From postal service to fishing tackle, ice cream and a community bulletin, the general store has been a gathering place for generations of locals and guests alike.

The Seba Beach Heritage Pavilion has also stood at the heart of the community hosting farmer's markets, bingo nights and social dances for decades. It was even used as a filming location for the 1989 big-screen production *Bye Bye Blues*. After ice heave damaged the foundation of this iconic structure a couple winters ago, it's received a successful rebuild — on time and on budget — and will be officially unveiled next summer (2021).

Along with these cornerstones, this community revolves around the Edmonton Yacht club, founded in 1923, the seniors centre which hosts yoga, bridge, music and a permanent thrift store, and the Heritage Museum with a collection dating back to 1906.

The Village of Seba Beach is less than 60 mins. drive to Stony Plain, Spruce Grove and Edmonton along the Yellowhead Highway 16. The Village is embedded within Parkland County and has other adjacent and local amenities such as RV parks, and a golf resort.

With slightly more than 400 dwellings and 2.2km of roadway to maintain, the village is has its own unique challenges with little room for growth while public demand for access continues to increases.

Key current and future strategic initiatives for Council and Administration include:

- 100th anniversary celebration (held over to 2021)
- Annual Seba Beach Regatta
- Seba Beach Heritage Pavilion construction and Grand Opening.

THE POSITION

After 32 years in office, the current Chief Administrative Officer (CAO) is retiring and Council is seeking a new CAO for this beautiful Village community.

The CAO reports to Council, and is responsible for guiding the overall operations and delivery of the day-to-day affairs of the Village outlined in the Municipal Government Act (MGA), Strategic Plan, Water Front Management Policy, Town Policies and Bylaws as set by Council. The Village of Seba Beach Council is comprised of three (3) elected Officials.

Direct and Indirect reports to the CAO currently include the following areas:

- Finance & Administration (1 Admin.)
- Peace Officers Program
- Public Works Staff (2 F/T and 1 P/T) and contractors for road maintenance
- Animal & By-law Control Officer

The CAO can also expect a level of engagement with the following local organizations:

- Accounting support for the Public Library and Management of the Heritage Museum
- Wabamun Watershed Management Plan Development Committee
- Day-to-day operations and supervision of Capital Public Works projects and staff
- West Interlake Water Commission
- Management of the Lake Access Gates

ACCOUNTABILITIES AND RESPONSIBILITIES

- Leadership and direction to the municipal council.
- Ensure operations and budgets align with strategic plans and annual goals.
- Maintain an open and supportive relationship with Mayor and Council ensuring all parties are kept current on Village operations, achievements, and relevant matters.
- Monitors all matters associated with risk, legal, finance, policy, business development, infrastructure, projects, safety, environment, and community.
- Participate in community events, activities, and where time permits planning committees.
- Embrace innovation concurrent with the continuous pursuit of cost and operational efficiencies.
- Works with Council to help set vision and direction.
- Attend Council meetings and other related committee or stakeholder meetings as may be prudent or required.

- Proficient in addressing and managing public relations and conflict resolution.
- Build and develop relationships with community members, local businesses, governing council, organizations, institutions, and other potential stakeholders.
- Maintain current knowledge on relevant legislation e.g. Municipal Government Act (MGA), provincial reporting requirements, and granting avenues / opportunities.

QUALIFICATIONS

- Possess a post-secondary education (diploma, degree, certificate).
- Prior municipal leadership experience or an equivalent combination of municipal and private leadership experience from another sector may be considered.
- Certified Local Government Manager (CLGM) Certification, NACLAA, or LGA desired.
- Excellent working knowledge of the Alberta Municipal Government Act.
- Demonstrated management experience with financial and budgeting processes, strategic planning, government and people relations, negotiations, communications, conflict resolution, and capital works and infrastructure.
- Experience in planning and development (Public Works) would be an asset.
- Excellent computer literacy and Microsoft Office skills.
- Proven interpersonal and communication abilities.
- Proven team player with high integrity and respect for others.
- Tenacity while working with various interests in a tight-knit community.
- Active initiative while duly assessing risk factors.

COMPENSATION

Compensation will be commensurate upon experience and skills, consisting of an annual salary plus benefits.

CONFIDENTIALITY

In compliance and consistent with the Personal Information Protection and Electronic Documents Act ("PIPEDA"), HumanEdge shall respect the privacy and confidentiality of all personal information provided directly or indirectly verbally, electronically or in print throughout the process of candidate engagement in our search assignments.
This document may be subject to change.

Expressions of interest and resumes may be sent in confidence to:

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