



Summer Village of Sunrise Beach

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Chief Administrative Officer (CAO) Opportunity

The Summer Village of Sunrise Beach is located on the west shores of Sandy Lake, located approximately 11 miles NE of Onoway within the boundaries of Lac Ste. Anne County. The community is home to a combination of permanent and seasonal residents who enjoy lakeside recreational opportunities year-round.

Sunrise Beach is seeking a motivated and competent individual for the position of Chief Administrative Officer (CAO) and to provide administrative support services. Reporting to the Mayor and Council, the CAO is responsible for the overall administration and the day-to-day operation of the Summer Village. The ideal candidate will possess a strong knowledge of municipal legislation, planning and development, municipal finance practices and management, emergency management, strong interpersonal and communication skills, experience with Muniware Financial software, along with computer and IT skills. This is a part-time position with evening and/or weekend meetings, and the successful candidate will be required to provide their own work/office space.

Position Background:

- You will work collaboratively with Council to build our community and effectively represent the interests of the Summer Village of Sunrise Beach.
- 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, transparency and integrity throughout the community.
- You will consistently seek opportunities to advance and maintain relationships between our Summer Village and the neighboring municipalities (Sandy Beach, Lac Ste. Anne County, Sturgeon County, and Alexander First Nations) as well as stakeholders and other regional partners.
- You will need financial and business skills that will enable you to work through complex decision-making.
- You will need municipal experience to facilitate a strong understanding of municipal government legislation, environmental regulations, grant funding opportunities, business planning, budget processes and capital project management.

- You must share the values of accountability, continuous learning and development, customer service, innovation, open communication and participation in a healthy and safe working environment.
- A solid understanding of planning and development related matters, as well as the intent and application of the Land Use Bylaw, Municipal Development Plan, Intermunicipal Collaborative Framework, and Intermunicipal Development Plan.
- You must demonstrate the ability to deliver complex projects on time and on budget by managing priorities and clear communication with Council.
- The ability to work effectively with elected officials, staff and contractors, 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. Compensation will be determined by qualifications and experience. Competition for this position will remain open until April 17th, 2025 or until a suitable candidate is found.

The Summer Village of Sunrise Beach thanks all applicants for their interest, however only individuals selected for interviews will be contacted.

Those interested in applying for this position are invited to forward their resumes with cover letter and outlining expected salary to the summer village office at svsunrisebeach@wildwillowenterprises.com.

If you have questions about the position please call CAO Wendy Wildman at 780-967-0271 or email the office as noted above.