



Job Posting - Village of Champion Chief Administrative Officer (CAO)

The Community

The Village of Champion is a welcoming agricultural community of approximately 400 residents located in Vulcan County, southern Alberta, along Highway 23 between Lethbridge and Calgary. Champion offers a quiet rural lifestyle with convenient access to Little Bow Provincial Park and Travers Reservoir (approximately 35 km), a municipal library, outdoor pool, community park and campground, school, and strong volunteer spirit. Municipal services are delivered through a combination of in-house staff and well-established regional partnerships, including planning and development support from the Oldman River Regional Services Commission (ORRSC), and waste services through the Vulcan District Waste Commission.

The Opportunity

Reporting directly to the Mayor and Council (five elected officials), the Chief Administrative Officer is the administrative head of the municipality as defined by the Municipal Government Act. This is a hands-on leadership role in a lean organization. The CAO translates Council direction into reliable day-to-day operations, sound financial stewardship, and practical results for residents.

The successful candidate will enjoy working across strategic and operational matters, building constructive relationships with Council, staff, residents, neighbouring municipalities, and provincial agencies.

Key Responsibilities

- Serve as Council's primary advisor and ensure the effective implementation of Council policies, bylaws, and strategic priorities.
 - Prepare Council and committee agendas, reports, recommendations, and minutes; attend all regular and special meetings of Council.
 - Lead financial management, including preparation and administration of operating and capital budgets, financial reporting, year-end processes, and support for the annual audit.
 - Identify, apply for, and administer grant funding.
 - Oversee municipal operations, including utilities (water, wastewater, waste), public works, and contracted services.
 - Provide leadership, supervision, and performance management for Village staff (historically a small team that has included public-works and administrative support).
 - Ensure compliance with the Municipal Government Act, other applicable legislation, and Village bylaws and policies.
 - Ensure the Village complies with the Occupational Health and Safety Act and related regulations, including maintaining a safe workplace, implementing safety programs and training, and addressing hazards and incidents for employees, contractors, and the public.
 - Function as the Development Officer in collaboration with ORRSC.
 - Support emergency management, records management, and asset management.
 - Ensure
 - Foster positive relationships with residents, businesses, regional partners, and government agencies.
 - Perform other duties as assigned by Council or required by legislation.
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Qualifications

- Progressive experience in municipal administration or a closely related public-sector environment; experience in a small or rural municipality is a strong asset.
- Working knowledge of the Municipal Government Act and Alberta municipal legislative and regulatory requirements.
- Demonstrated competence in municipal finance, budgeting, financial reporting, and grant administration.
- Strong leadership, organizational, and communication skills with the ability to work effectively with elected officials, staff, and the public.
- Post-secondary education in public administration, business, finance, or a related field, or an equivalent combination of education and experience. A Local Government Certificate, CLGM designation, or similar municipal credentials are considered assets.
- Familiarity with municipal accounting software (e.g. MuniSoft) is an asset.
- Valid Class 5 driver's licence and ability to provide a satisfactory criminal record check.

Compensation

A competitive salary commensurate with qualifications and experience, together with a comprehensive health benefits package and participation in the Local Authorities Pension Plan (LAPP), will be offered. Specifics will be discussed with shortlisted candidates.

How to Apply

Please submit a cover letter and résumé marked Confidential – CAO Recruitment to:

Mayor and Council
Village of Champion
135 Main Street
Champion, AB T0L 0R0

Email: cao@villageofchampion.ca

The competition will remain open until a suitable candidate is found. We thank all applicants for their interest; only those selected for an interview will be contacted.

