



# Chief Administrative Officer (CAO)

## City of Brooks, AB

The City of Brooks is located within the County of Newell, approximately 185 kilometers southeast of Calgary, and 110 kilometers northwest of Medicine Hat on Highway 1 (Trans-Canada Highway). With a population of nearly 15,000 residents, the City has cultivated a demographic that is wondrously diverse, with residents originating from almost 70 different countries who have settled in Brooks and made it their home. With a broad economic base, a family-friendly community, and the desire to continue to grow, the City of Brooks certainly has everything one would need. For additional information, please visit our website at [www.brooks.ca](http://www.brooks.ca)

The Chief Administrative Officer (CAO) is the administrative head of the municipality, and provides effective advice and support to the Mayor and Council in developing, implementing, and executing policies and strategies, evolving governance structures, and improving the ongoing sustainability of the City of Brooks.

The overall combined budget for the City is approximately \$60M. There is a total fulltime staff complement of nearly 100 loyal employees, and the following individuals are direct reports to the CAO: Deputy CAO, HR Manager, Community Development Manager, Finance Manager, Manager, Works & Utility Services, Manager of Planning & Development, the Executive Assistant, and a dotted line with the RCMP Detachment Commander.

The successful candidate will possess the following:

- A post-secondary degree or diploma and/or significant and relevant direct involvement in senior management, coupled with executive leadership experience in a dynamic organization.
- A proven record of working effectively with elected officials and/or Boards, highly skilled staff, community volunteers, boards and committees, and public participation processes.
- An understanding of, and appreciation for, economic development and marketing practices and strategies, coupled with a passion for promoting economic growth within the community.
- Solid fiscal management experience and expertise, especially around planning and budgeting. The ability to convey financial information in a manner that can be clearly understood by others.
- Working knowledge of the MGA and other relevant municipal legislation, as well a CLGM designation would be an asset.
- An understanding of, and appreciation for, good governance.
- Willingness to work in a union environment (CUPE).

A competitive overall compensation and pension package will be provided to the successful candidate. Specifics will be discussed in a personal interview.

***For further information please visit our website, or contact:***

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