



## **Summer Village of Gull Lake Chief Administrative Officer**

Resumes are being accepted to fill the 30/hr per week position of C.A.O. for the SV of Gull Lake. The successful candidate will be a self starter, extremely organized with the ability to meet deadlines. Good verbal and written skills and the ability to deal professionally and fairly with the general public; able to deal with conflict and complex problems effectively. You will liaison with other Municipalities, businesses and local organizations as well as follow Provincial policy and regulations.

You will be required to attend and accurately record all Council meetings and public hearings, research and report to Council as well as implementing policies and programs as directed by Council.

You will be responsible for all aspects of running a municipality, such as: double entry bookkeeping; budgets; grants; planning & development; safety codes; correspondence; payroll; records management; assessment & taxation; website maintenance; accounts payable; and purchasing.

You will also require good computer skills and some basic IT such as security & program updating as well as equipment management.

Preference will be given to candidates who have: Municipal management experience; a solid working understanding of municipal operations; Municipal finance & operational experience; and are willing to enrol in or are completing the NACLAA certificate program, Village funded.

Salary is negotiable and based on experience; include salary expectations in your cover letter, some training provided. Interested individuals should submit a resume and cover letter by March 10<sup>th</sup>, 2010. If interviewed, you will be required to provide a Criminal Record check.

To: The Summer Village of Gull Lake  
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We thank all applicants for their interest, however only those selected for interview will be contacted, no phone calls please.