

# VILLAGE OF BAWLF

## Employment Opportunity

### Chief Administrative Officer (Part Time/Interim)

Under direction of Council the Village Chief Administrative Officer (CAO) shall be responsible for functions as prescribed by the Municipal Government Act (MGA) including, but not limited to:

- Providing leadership as the administrative head of the village
- Ensuring that the policies and programs of the village are implemented
- Advising and informing Council on the operations and affairs of the village
- Performing all duties and functions of the CAO and exercising the powers assigned by the MGA, other provincial acts or by Council
- Preparation of annual operation and capital budgets
- Manage all of the village and municipal accounting operations

#### Qualifications:

- Experience in municipal government
- Knowledge of MGA
- Proficient with all applications of Microsoft Office
- Proficient with Muniware (all modules)
- Post Secondary accounting diploma

Submit resume along with salary expectation to:

Erin Smyl, Interim CAO

Village of Bawlf

Box 40, Bawlf, Alberta

T0B 0J0

[cao@bawlf.com](mailto:cao@bawlf.com)

Applications will be accepted until the position is filled. The Village thanks all applicants for their interest, however only those selected for an interview will be contacted.