



Employment Opportunity

Chief Administrative Officer (CAO)

Town of Bon Accord

The Town of Bon Accord, a vibrant community just 30 minutes north of Edmonton, is seeking an experienced and dynamic Chief Administrative Officer (CAO) to lead our municipal organization. Reporting directly to Mayor and Council, the CAO is the administrative head of the municipality and is responsible for providing professional leadership, strategic advice, and sound management of all Town operations in accordance with Council's priorities and the Municipal Government Act.

Key Responsibilities

- Provide strategic leadership and professional advice to Council on municipal governance, policy, and operations.
- Direct the administration of all Town departments, programs, and services.
- Ensure strong financial stewardship, including preparation and management of operating and capital budgets.
- Foster a collaborative, positive workplace culture that supports staff development and community service excellence.
- Represent the Town effectively with residents, regional partners, other governments, and community organizations.
- Oversee community and economic development initiatives that contribute to Bon Accord's growth and sustainability.

Qualifications

- Post-secondary education in Public Administration, Business, or a related discipline. CLGM designation or equivalent is an asset.
- Minimum 5-7 years of progressive senior management experience, preferably in municipal government.
- Strong understanding of the Municipal Government Act and related legislation.
- Demonstrated success in financial management, organizational leadership, and strategic planning.
- Excellent communication, interpersonal, and relationship-building skills.
- A commitment to integrity, collaboration, and community service.



Why Join Bon Accord?

Bon Accord offers a welcoming small-town atmosphere with the amenities of the Edmonton Metropolitan Region nearby. This is an excellent opportunity for a motivated leader to make a lasting difference in a forward-looking community.

Salary and Benefits

Annual salary range of **\$135,000 to \$160,000**, along with a comprehensive benefits package that includes health and dental coverage and a Health Care Spending Account. The position is anticipated to include four (4) weeks of paid vacation, subject to negotiation and Council approval as part of the hiring process.

Application Process



This competition is being supported by Bloom Centre for Municipal Education. Interested applicants are invited to submit a detailed resume and cover letter to:

Tim Duhamel, President
Bloom Centre for Municipal Education
Email: tim.duhamel@bloomcme.com]

The competition will remain open until a suitable candidate is found. A soft closing date of February 13, 2026 has been established for the first round of interviews.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.