



POSITION PROFILE

CHIEF

ADMINISTRATIVE

OFFICER

TOWN OF PEACE RIVER

9911 100 ST

PEACE RIVER, AB

THE COMMUNITY



Located in the heart of Alberta's Peace Country, the Town of Peace River is a vibrant regional service centre and economic hub serving northern Alberta and the surrounding rural communities. Home to approximately 7,000 residents, Peace River offers the unique combination of small-town values, regional influence, and significant opportunities for growth.

For those who know the Peace Region, Peace River is more than a place on the map—it's a community defined by resilience, entrepreneurship, and a strong sense of connection. Nestled within the scenic river valley where the Peace River, Heart River and Smoky Rivers meet, the community has long served as a centre for commerce, agriculture, forestry, energy, transportation, education, healthcare, and government services.

Peace River is a community that values collaboration, innovation, and practical solutions. Residents take pride in their community and expect local government to be responsive, accountable, and focused on delivering results. The Town works closely with regional municipalities, Indigenous communities, businesses, industry, and community organizations to advance shared priorities and support sustainable growth across the region.

As the regional centre for Peace Country, the Town is well-positioned to capitalize on emerging opportunities in economic development, investment attraction, housing, infrastructure, tourism, and business growth. At the same time, like many northern communities, Peace River faces challenges that require strong leadership, strategic thinking, and a willingness to build partnerships to achieve long-term success.

THE OPPORTUNITY

We are seeking a leader who understands the Peace Region—its people, industries, opportunities, and challenges. Someone who recognizes the value of northern Alberta communities, has established regional relationships, and is excited by the opportunity to make a meaningful impact in a community with significant potential for growth. This is an opportunity to lead where your knowledge, connections, and understanding of the region can immediately contribute to the success of the Town.

THE ORGANIZATION

The Town of Peace River is a full-service municipal organization with approximately 150 employees dedicated to delivering essential services and enhancing quality of life for residents. Guided by an engaged Council and supported by a talented and committed workforce, the organization values accountability, innovation, collaboration, and service excellence. The Town is focused on building a positive workplace culture, strengthening organizational capacity, and positioning itself to meet the opportunities and challenges of a growing regional centre.

KEY RESPONSIBILITIES

- Provide strategic leadership and direction for all municipal operations and services.
- Advise Council on municipal affairs, governance matters, legislative requirements, and strategic priorities.
- Implement Council decisions, policies, and strategic plans.
- Lead organizational planning, performance management, and continuous improvement initiatives.
- Ensure responsible financial management, budgeting, long-term planning, and asset management.
- Foster a positive, respectful, and high-performing workplace culture.
- Build strong relationships with residents, businesses, Indigenous communities, industry, regional partners, and other levels of government.
- Identify and advance opportunities related to economic development, business attraction, housing, infrastructure, and community growth.
- Ensure compliance with all applicable legislation, regulations, bylaws, and policies.
- Overall administrative coordinator of the municipality's emergency management plan.



THE IDEAL CANDIDATE

The ideal candidate is a confident, values-driven municipal leader who can translate Council's direction into action while providing sound advice, strong governance support, and steady organizational leadership. This individual will bring the political acumen to work effectively within the Council-administration relationship, the operational discipline to lead a complex organization, and the vision to help position Peace River for long-term growth and success. They will be action-oriented, solutions-focused, and capable of building strong relationships with Council, staff, community partners, Indigenous communities, businesses, and regional stakeholders. Municipal government experience is preferred; however, Council recognizes that leadership experience gained in other sectors may provide valuable and transferable skills. Candidates without direct municipal experience must demonstrate an understanding of public-sector governance, legislative frameworks, and the unique role of a Chief Administrative Officer.

QUALIFICATIONS



- Post-secondary education in disciplines such as public administration, management, leadership, or human resource management is desirable.
- Senior municipal leadership experience (CAO or Director-level preferred), or an equivalent combination from another similarly complex organization.
- Strong understanding of the Municipal Government Act (MGA) and municipal governance, and Council–Administration relationships.
- Strong political acumen and the ability to build productive relationships with elected officials while maintaining professional objectivity and administrative neutrality.
- Experience working effectively with elected officials, governing boards, or senior leadership teams.
- Experience working in a rural municipality would be an asset.
- Completion of or enrollment in a public administrative or local government management or public administrative program such as NACLAA.
- CLGM or LGA membership would be an asset.
- Demonstrated management experience with financial and budgeting processes, strategic planning, government and people relations, negotiations, communications, conflict resolution, and capital works and infrastructure.
- Experience in strategic, capital and operational planning.
- Strong financial, budgeting, and operational management experience.
- Knowledge of governance, legislation, policy development, organizational accountability, and strategic planning.
- Practical knowledge and experience in computer systems for business applications.
- Valid Alberta Class 5 Driver’s License
- Emergency Management Training including ICS 100, 200, 300 & 400 or willingness to obtain.



KEY COMPETENCIES

- Strong regional awareness and an understanding of the opportunities and challenges facing rural and northern communities.
- A hands-on, action-oriented leader who takes initiative, follows through on commitments, and moves Council priorities forward effectively.
- The ability to provide clear, balanced, and unbiased advice to Council while respecting Council's authority and implementing its decisions.
- A leadership approach that embraces innovation while maintaining strong governance, sound administrative practice, and public trust.
- A people-centered leadership style that promotes trust, clarity, development, and shared responsibility across the organization.
- The ability to lead through complexity and change while maintaining organizational alignment, performance, and service excellence.
- Passion for community and economic development, with the vision to help position Peace River for sustainable growth and opportunity.

APPLICATION

This is an opportunity to lead in a community that is ambitious, resilient, and ready for growth. Peace River offers the chance to make a lasting impact while working alongside an engaged Council, dedicated employees, and committed community partners. We are particularly interested in candidates who understand the Peace Region and recognize the tremendous opportunities that exist within northern Alberta.

The Town of Peace River offers a competitive compensation package, comprehensive benefits, and the opportunity to lead a talented organization in a community with a bright future.

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

For More Information, Please Contact Leanne Cottrell 780.624.2574 hr@peaceriver.ca

Application Return:

To apply, please submit our cover letter and resume to **Leanne Cottrell, Employee Services Manager** at hr@peaceriver.ca.

Please quote Competition #26/011.

