



Village of Lomond

CAO Position Advertisement

The Council of the Village of Lomond is currently seeking Chief Administrative Officer (CAO) due to the departure of the present CAO.

Located 48 kilometers east of Vulcan and 80 kilometers north of Lethbridge at the junction of Secondaries 531 and 845, Lomond is a small village with a population of 166 and a service centre for a population of approximately 700 within Division 7 of Vulcan County.

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is the administrative head of the municipality and is responsible for the administration of municipal operations and day-to-day tasks of the Village, as provided by the Municipal Government Act, Bylaws Policies and Council.

Job Summary

- Responsible for coordinating and directing the affairs of the municipality and regularly reporting to Council.
- Provide advice and support to the Council in coordinating, developing, and implementing policies and programs to meet the goals set by Council.
- Discharge responsibilities pursuant to Provincial legislation, bylaws and policies.
- Serves as FOIPP head, Director of Emergency Management, Development Officer.
- Serves as point of contact for and records administrator for Lomond and Travers Cemeteries.
- Prepares Council agendas and requests for decisions and attends all meetings of Council as required.
- Provide effective and efficient fiscal management.
- Ensure that financial systems and controls are developed and implemented.
- Responsible for preparing and presenting an annual operating and capital budget to Council.
- Develop community relationships through support to the community.
- Establish partnerships with neighbouring municipalities for the greater good of the entire region.

Qualifications and Experience

- Post-secondary degree in public or business administration or a combination of relevant training and experience would be preferred.
- Working knowledge of the Alberta Municipal Government Act (MGA) and other relevant legislation.
- A minimum 3 years' experience in a municipal setting would be considered an asset.
- Understanding of the financial and budgeting process.
- Experience in Microsoft Office applications an asset.
- Ability to implement development plans, capital work plans, and infrastructure improvement programs.
- Possess excellent communication skills, and strong problem solving and decision-making skills.
- Ability to work effectively with elected officials, community volunteers, boards and committees, industry partners, and the public.

Councilor Robert Donnelly and former CAO Alex Whittington will be setting up interviews with the selected candidates.

There will be an opportunity to work with the former CAO to set the new candidate up for success. Council thanks all applicants for their interest, only those who are shortlisted for interviews will be contacted.

Qualified applicants are asked to submit their resumes to: Mayor and Council, Village of Lomond cao@villageoflomond.ca

Closing date is April 10th, 2026