TOWN OF HANNA
Part of the Harvest Sky Region

TOWN OF HANNA
CHIEF ADMINISTRATIVE OFFICER (CAO)

The Town of Hanna invites applications for the position of Chief Administrative Officer (CAO). The CAO reports directly to Council and is responsible for the effective implementation of all operations of the Town in accordance with all provincial legislation and Council approved policies and programs. The position requires an individual who can identify and evaluate risks, maintain high levels of efficiency and productivity while developing policies and procedures, and make decisions in a timely manner. The CAO manages the operating and capital budgets, provides strategic leadership, and monitors contracts and legislation. Strong leadership skills, logical decision-making, self-starter, and managing office resources are skills required for this role.

The Town of Hanna is located in central Alberta, on Highway 9. An economy based on agriculture, oil and gas, and tourism provides great business, employment, and active living opportunities. The town is rich in history.

As the ideal candidate, you are a proven senior team leader, with strong communication skills, as well as strong human resource management and financial management skills. You are comfortable making decisions particularly those that involve complex and/or difficult circumstances. You are comfortable being seen and connected within the community. You are a strategic thinker who can align organizational efforts to efficiently turn goals into results. You demonstrate honesty and integrity and will instill these values in your team. You are an innovative leader who can motivate and inspire your team to work towards a common vision. You have a proven track record in building trust and confidence with elected officials and can provide concrete examples of how you achieved this. Your demeanor and attitude are reflective of a positive disposition and outlook. You have a creative and innovative management style that has produced results and earned the respect of your fellow employees.

Further information regarding the candidate profile and position can be found at www.hanna.ca

Qualified Candidates are requested to submit a cover letter, and detailed resume outlining experience, qualifications, references, and salary expectations in confidence to Kim Neill, Acting CAO, Town of Hanna at kneill@hanna.ca with the subject line identifying Hanna CAO. Only those candidates selected for an interview will be contacted.

FOR INFORMATION PLEASE CONTACT:

Kim Neill, Acting CAO

kneill@hanna.ca

403-854-4433

The closing date for this competition is November 4th, 2026, or until a suitable candidate is found.