



Beaver County Service Centre  
5120 - 50 Street Box 140  
Ryley, Alberta T0B 4A0  
Monday to Friday  
8:30 a.m. - 4:30 p.m.

Phone: (780) 663-3730  
Fax: (780) 663-3602  
Toll Free: 1-866-663-1333  
www.beaver.ab.ca  
Email: administration@beaver.ab.ca

### Village of Ryley – CAO



### Chief Administrative Officer (CAO) Village of Ryley, AB

Located 50 minutes east of Edmonton on Highway 14 in the center of Beaver County, and home to almost 500 residents, Ryley, AB is a vibrant, family oriented community that celebrates its cultural diversity. Primarily serving as an agricultural center, Ryley has a variety of successful local businesses, as well as it is the home to the Beaver County administration offices. With close proximity to the City and its many conveniences, there are plenty of local recreational and cultural amenities just out the front door. To echo our Village slogan, we really are “living the life of Ryley”.

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is responsible for the overall administration of municipal operations and the day-to-day tasks of the Village. He/she is responsible for directing, controlling and coordinating the activities of the Village departments which includes four staff and several seasonal employees, as well as a combined budget of nearly \$1.3M.

The successful candidate will possess the following:

- A post-secondary education, or a combination of relevant training and senior leadership experience will be considered.
- A demonstrated track record of leadership and senior management experience.
- An ability to work effectively with elected officials, community volunteers, Boards and committees and public participation processes.
- Proven HR skills. Ability to work with staff and achieve the “buy-in”.
- A thorough understanding of the legislative process and knowledge of the Alberta Municipal Government Act, or a willingness to learn.
- Proven experience in strategic planning, organizational development and achieving results in building team relations.
- A thorough understanding of the financial and budgeting process.
- Experience in implementing development plans, capital works and infrastructure improvement programs.

*For further information please visit our website, or contact:*

James Davies  
Managing Director  
DCG Executive Search Services Ltd.  
(780) 758-9796  
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### Opportunity – Family Mentor



Family Futures Resource Network is a non-profit organization whose mission is to educate, support, and build on the strengths of families to enhance their well-being, through programs and collaboration.

#### Family Mentor

*(Full-time, permanent position)*

The Family Mentor works in the Family Mentorship Program and is responsible for supporting families in their homes. They work collaboratively with families to set goals for their children’s health and well being while utilizing a solution-focused approach. The Family Mentor builds strong trusting relationships and provides support in: linking families with other services, providing relevant information and resources, helping parents/caregivers with child development, and assisting families with positive parenting strategies.

In-home support is provided to families with children up to the age of five and those with prenatal needs. The Family Mentorship Program offers support on a weekly basis for families who are parenting for the first time and are experiencing multiple stressors that may impact their ability to parent successfully. As families develop support systems and learn to manage crises, the support visits decrease.

Qualifications:

- Minimum of a Post Secondary Diploma in a Human Services field.
- Three (3) years direct experience working with families and children, including those who are marginalized and/or culturally diverse.
- Ability to speak an additional language an asset.
- Solid knowledge of child development and family dynamics.
- Knowledge in maternal and infant health and knowledge in prevention of child abuse and neglect.
- Familiar with community resources to facilitate appropriate referrals.
- Experience providing support to families in their homes an asset.
- Team player. Computer literate. Proficient verbal and written English.
- Valid Police Information Check and Alberta Children’s Services Intervention Check.
- Access to a reliable vehicle.

Hours of Work: 37.5 hours/week; willing to work a flexible schedule, which includes daytime, evening, and a possibly weekend hours.

The posting will remain open until a suitable candidate is found.  
Forward resume and cover letter, as an expression of interest to:

**Monica Krull**  
Program Services Manager  
monica@familyfutures.ca or fax to 780-490-1127

### Solar Workshop

**GENERATING ELECTRICITY FROM THE SUN**  
A one day workshop on grid-tie solar options for Alberta farmers

DATE: February 23, 2017 - 10:00 AM to 3:30 PM  
Ryley Community Centre, 5103 49St. Ryley, AB

INSTRUCTOR: Rob Harlan is the Executive Director of the Solar Energy Society of Alberta. He has served as the solar site assessor for the Alberta Agriculture’s Growing Forward Solar PV Equipment Pilot Program in 2012.

Register by February 16  
Registration and Coffee start at 9:30 AM  
Cost is \$20 Including Lunch

Register: Email: events@battliverresearch.com  
Phone Eric at: (587) 876-3121  
http://www.battliverresearch.com/upcoming-events