



**Employment Opportunity  
Management/Administration  
Municipal Administrator (CAO)  
Full-Time Salaried Position**

The Village of Breton is seeking an individual to fill the position of Municipal Administrator.

The Village of Breton, with a population of 581, is a small community located on Hwy 20 within easy driving distance of major centers such as Edmonton, Drayton Valley, Leduc, Red Deer, and Wetaskiwin. Breton offers the “down home” hospitality and friendliness that can only be found in a rural community. There are 7 golf courses within a 30-minute drive, one being in the Village and one a mile from the community. The Village has an excellent working relationship with the neighbouring communities and Brazeau County in which it resides. For more information on the community, go to [www.breton.ca](http://www.breton.ca)

The Village has less than 10 permanent employees with an experienced support staff in the positions of Administrative Assistant, FCSS, Public Works and Librarian.

The ideal Candidate will possess:

- **A Local Government Certificate however, consideration will be given to an equivalent level of education and experience.**
- **Knowledge of Municipal Accounting, Budget Development and Financial Reporting is essential.**
- **Adeptness at sourcing and securing Grants.**
- **Excellent Communication and Management skills.**
- **The ability to carry out CAO duties as described in the Municipal Government Act and as delegated by Council.**

Interested candidates will forward their cover letter and resumes in confidence to the address below. Thank you to all applicants. Only those selected for an interview will be contacted. Position will be filled when a suitable candidate is found.

**Send resume via mail, fax or email**

Village of Breton  
Attention Mayor and Council  
P.O. Box 480, 4916 – 50<sup>th</sup> Ave  
Breton, AB T0C 0P0  
Fax: 780-696-3590  
Email: [admin@breton.ca](mailto:admin@breton.ca)