

Town of Whitewood

731 Lalonde Street P.O. Box 129 Whitewood, SK S0G 5C0
Phone 306-735-2210 Fax 306-735-2262 e-mail: general@townofwhitewood.ca

Chief Administrative Officer (CAO), Town of Whitewood

The Town of Whitewood is currently accepting applications for the position of CAO. Town of Whitewood is situated at the intersection of #1 & #9 Highways. Please check our webpage or contact the office for information on our community.

Key Duties:

Varied and interesting duties and responsibilities under the authority and direction of Council as provided for in the *Municipalities Act* Section 111:

- Advisor to Council overseeing all municipal operations, financial administration and financial management of the Town.
- Attends Council and other meetings, preparing reports and planning projects, programs and processes aligned with Strategic and Asset Management Plans
- Responsible for general management and direction for municipal accounting, budgeting and finance.
- Formulation and processing of bylaws, policies and procedures ensuring compliance and implementation, Municipal taxation, and oversee assessment records.
- Overseeing capital projects, tenders, and contracts with a full complement of Office, Recreation and Public Works staff.
- Maintaining positive public relations with residents, provincial government agencies and other municipal jurisdictions.
- Lead a team through progressive change while ensuring legislative duties and directions from council are carried out in a confidential, efficient, accurate and timely manner, in accordance with municipal legislation, bylaws, policies and procedures.
- Ensures transparency and accountability of all municipal resources.

Qualifications/Experience:

- The ideal candidate will possess an Urban Standard Certificate and/or equivalent qualifications and municipal experience or a willingness to learn and obtain a Standard Certificate from the Urban Board of Examiners is necessary
- Experience in Microsoft Office and general computer applications is essential with knowledge of Munisoft municipal software considered an asset.
- Must possess strong leadership and communication skills
- Option to work with current CAO

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Compensation/Benefits:

- Salary will be based on UMAAS salary schedule &/or qualifications and experience
- MEPP matching
- Benefits Plan with SUMA and includes the basics plus Extended Health, Dental & Vision

The successful applicant will be required to submit a current criminal record check. Applicants should submit a cover letter and detailed resume including references (3) and salary expectations by email to: sharon@townofwhitewood.ca marked CAO Competition or mail marked "Confidential" to Mayor Doug Armstrong Box 129, Whitewood, Sask. S0G 5C0 This position will have a closing date of February 15, 2019 or until a successful candidate is selected; therefore we encourage interested individuals to apply as soon as possible. We thank all applicants, but only those selected for an interview will be contacted. Thank you for your interest in working for the Town of Whitewood

