

Municipality of Brenda-Waskada

is accepting applications for the position of

CHIEF ADMINISTRATIVE OFFICER (CAO)

The Council of the Municipality of Brenda-Waskada is seeking an individual with strong leadership skills for the position of Chief Administrative Officer (CAO). This is a permanent full time (35 hours/week) position.

Located on the plains west of the Turtle Mountains near the Saskatchewan border and abuts the US border, Brenda-Waskada is a small municipality with a population of 650, in the oil producing area of SW Manitoba. There are four communities of interest within the Municipality.

In addition to supporting the Head of Council and Council, the CAO also oversees the office administration and Public Works Foremen.

The CAO is responsible for providing leadership for the general management and stewardship of the municipality. The CAO works cohesively with the elected officials and residents, community organizations and neighbouring municipalities to advance the priorities of Council.

Key responsibilities include:

- Direct general administrative affairs of the Municipality and perform all duties and responsibilities in accordance with the Municipal Act.
- Recommend objectives, policies and programs to Council and provide support and advice on new initiatives and fiscal matters.
- Direct the implementation and monitor progress of policies and programs approved by Council.
- Provide responsible financial planning and management of a budget over \$2.7 million. Prepare and monitor the annual financial plan including the general operating budget, capital budget, and the five-year capital plan. As well as administer the entire taxation process, including the collection of overdue accounts and the tax sale process.
- Responsible for some community group financial records.
- Keep accurate records (Munisoft).

Preference may be given to applicants with five years practical experience in finance, human resources or public administration as well as CMMA designation or similar or willingness to obtain these certifications in a timely manner.

The successful candidate can expect a comprehensive benefits package as well as a defined benefit pension plan – Municipal Employees Benefit Program (MEBP).

Wages will be determined based on experience, education and skill level.

In confidence, applicants are encouraged to electronically submit their resume, a cover letter, three work-related references and salary expectations by

3:00pm on Thursday, August 31, 2023 to the following address: personnelcommittee@brendawaskada.ca

We thank all who apply however only those selected for further consideration will be contacted.

The position will remain open until filled.

