

Chief Administrative Officer (CAO) - Town of Coronach

The Town of Coronach is accepting resumes for a qualified person to fill the full-time position of Chief Administrative Officer.

The Chief Administrative Officer reports to Council as well as providing leadership and direction to Council and staff. The CAO will be responsible for all operations of the Town in accordance with the policies established by Council, and *The Municipalities Act*. These include, but not limited to preparing and maintaining assessment and tax rolls, utilities, budget and the day-to-day operations of the town.

Preferences will be given to a candidate who possesses a Certificate in Local Government Administration and is eligible for membership with UMAAS. A combination of suitable qualifications, education and experience will also be considered.

The successful candidate is preferred to possess the following qualifications:

- Proficiency in municipal accounting, municipal laws, human resources, payroll, asset management and experience with MuniSoft Software, Microsoft Word, Excel and Outlook.
- The ability to work in a team environment and to motivate and lead a team of employees.
- Excellent communication, management and organizational and human relations skills.
- Ability to effectively handle correspondence both written and verbally.
- Discretion with matters pertaining to confidentiality;
- Ability to organize and prioritize work, and meet deadlines while maintaining a high degree of accuracy.
- Ability to interpret policies, bylaws, and legislation appropriately when responding to situations or requests.
- Be bondable.

A competitive salary will be reflective of the individual's experience and in line with the UMASS Salary Guidelines, pension and benefit package through SUMA is available to the successful candidate.

Applications will be received until 4pm Friday, May 26, 2023.

Please include a detailed resume including qualification, experience and salary expected to:

Town of Coronach
212 1st Street East
Box 90
Coronach, SK S0H 0Z0
Ph (306) 267-2150
Email: office@townofcoronach.ca