

Chief Administrative Officer (CAO)

Town of Nipawin, SK



The Town of Nipawin (www.nipawin.com) is a safe, friendly, diverse, and welcoming community that provides employment and business opportunities for future growth and development, located on the forest fringe in the boreal area of northeastern Saskatchewan.

Nipawin is one of the largest towns in Saskatchewan, has a solid population of 4500, and offers a strong retail and service sector capable of serving the greater region. In addition to an array of shopping and dining opportunities, the Town offers exceptional indoor and outdoor recreational and cultural facilities and amenities. Boreal forest expands to the North, and some of the best agricultural land in Canada surrounds the area. These conditions have led to Nipawin becoming, and continuing to be known, as one of the best all season recreational areas anywhere.

The Chief Administrative Officer (CAO) reports directly to the Mayor and six Councillors, oversees a total combined budget of \$14M, and is responsible for an overall staff complement of approximately 40 FTE's, PT, and seasonal unionized employees (CUPE). In addition, the CAO directs the overall planning, coordination, and control of all municipal operations in accordance with the objectives, policies, bylaws, and plans as approved by Council, as well as legislation outlined in The Municipalities Act of Saskatchewan....and she/he is the primary policy advisor to Council.

The ideal candidate will possess a post-secondary diploma or degree in Business Administration, Commerce, Public Administration, or a related field, a minimum of a "Standard Level C Certificate" in Local Government Administration, together with seven (7) years of progressive experience in a municipal (or related public sector) environment. At the discretion of Council, a combination of related coursework and experience may be deemed suitable.

The CAO will also have:

- Experience working with Acts and Regulations applicable to local government, bylaws, policies, OH&S and the Labour Standards Act, municipal accounting practices, budgeting, and implementing capital works and infrastructure improvement programs.
- Demonstrated knowledge of The Municipalities Act of Saskatchewan and related statutes, or equivalent experience managing in a government environment.

A competitive salary, a comprehensive municipal benefits package, and MEPP (Municipal Employees' Pension Plan) is available. Specifics will be discussed in further conversations.

For further information please visit our website, or contact:

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