



Chief Administrative Officer Recruitment

The Resort Villages of Shields and Thode are inviting applicants for the position of Chief Administrator Officer (CAO). The Villages are home to 313 households with a combined taxable assessment of \$95 million. For more information on these communities visit www.shields.ca or www.thode.ca.

The CAO position is responsible to the Mayors and Councils for all administrative operations in accordance with the bylaws and policies established by the Councils and the Municipalities Act of Saskatchewan. The successful applicant will operate with unwavering integrity and provide guidance and support for management, staff and councils.

The successful candidate must possess superior verbal and written communication skills, and ability to build relationships with internal and external stakeholders. The position requires a strong knowledge of municipal accounting; as well as team-building and leadership skills.

The preferred candidate will have successfully obtained a Class “C” Certificate in Local Government Administration and five years of municipal office experience. Experience using Microsoft Office 365 programs, including Word, Excel and Teams, Adobe Create, various Cloud based programs, Dropbox, Zoom, in addition to having proficiency using Munisoft Accounting software are all essential skills.

This position offers a competitive salary and benefits commensurate with qualifications and experience as per UMAAS 2020 Salary Guidelines. Qualified candidates are encouraged to submit their resume electronically in confidence with a covering letter and salary expectations by February 15, 2021. Applications should be submitted by email to admin@thode.ca or by mail to Box 202, Dundurn, SK. S0K 1K0.

Only those selected for further consideration will be contacted.