

Chief Administrative Officer *"Exceptional Leadership Opportunity"*

The **Town of Swan River** is seeking an experienced, forward-thinking municipal leader to serve as its **Chief Administrative Officer (CAO)**.

This is an exceptional opportunity for a highly motivated professional to provide leadership to a multi-department municipal organization and work collaboratively with Mayor and Council, employees, community partners, residents, and other levels of government.

Qualifications

The successful candidate will ideally possess:

- Certificate in Manitoba Municipal Administration (CMMA), or equivalent municipal administration education and experience.
- Certification, diploma, or degree in Business Administration, Management, Human Resources, Finance, Public Administration, or a related field.
- Municipal management and senior leadership experience.
- Experience working effectively with elected officials, boards, committees, and councils.
- Experience in financial planning, municipal budgeting, and financial oversight.
- Experience managing employees in a unionized environment would be considered an asset.

Skills & Competencies

The successful candidate will demonstrate:

- Strong leadership, problem-solving, and decision-making skills.
- Excellent written and verbal communication skills.
- Sound judgment, professionalism, integrity, and discretion.
- Demonstrated ability to effectively manage organizational and community change.
- Working knowledge of municipal administration, legislation, governance, and municipal law.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Ability to build productive working relationships with Council, employees, residents, businesses, community organizations, First Nations, neighbouring municipalities, and other levels of government.
- A collaborative and solutions-focused approach to municipal leadership.

Key Responsibilities

Reporting directly to Mayor and Council, the Chief Administrative Officer is responsible for:

- Providing overall leadership and senior management for the Town's municipal operations and departments.
- Providing professional, strategic, and well-informed recommendations to Mayor and Council.
- Implementing the direction, policies, bylaws, resolutions, and decisions of Council.

- Ensuring municipal operations comply with applicable legislation, policies, bylaws, agreements, and regulatory requirements.
- Overseeing municipal financial planning, budgeting, administration, and accountability.
- Providing leadership in human resources and labour relations within a unionized environment.
- Supporting and developing the Town's management team and employees.
- Attending Council and Committee meetings and ensuring Council receives the information required to make informed decisions.
- Building effective relationships with residents, community organizations, businesses, neighbouring municipalities, First Nations, and provincial and federal governments.
- Supporting long-term strategic planning and the continued growth and development of the Town of Swan River.

A complete job description is available upon request.

Compensation

The Town of Swan River offers a **competitive compensation and benefits package**. Salary will be commensurate with the successful candidate's qualifications and experience.

Work schedule and other employment terms may be negotiated with the successful candidate.

How to Apply

Applications will be accepted until the position is filled. Applications may be submitted to:

Town of Swan River

439 Main Street

Box 879

Swan River, MB R0L 1Z0

Phone: [204-734-4586](tel:204-734-4586) ext 207

Email: uwaldner@townsr.ca

Questions regarding the position may be directed to **Uriah Waldner, Executive Assistant**.

The Town of Swan River thanks all applicants for their interest. Only candidates selected for an interview will be contacted.