



City of Flin Flon, MB/SK

Chief Administrative Officer (CAO)

The City of Flin Flon (www.cityofflinflon.ca) is an inclusive thriving community with a clean natural environment, making it a very desirable place to live, work, and play. The City of Flin Flon is a unique northern-urban community that straddles the Manitoba/Saskatchewan border. Serving a regional area of more than 15,000 people, the City has a combined population of approximately 5,200 residents (approximately 5,000 residents on the MB side and 200 on the SK side) the City boasts a wide array of amenities and activities. Located north of the 54th parallel, 745km northwest of Manitoba's capital of Winnipeg, and 550km northeast of Saskatoon, SK, Flin Flon is a thriving northern community and vacationer's dream destination nestled in the middle of nature's magnificence.

The Chief Administrative Officer (CAO) is the principal policy advisor to the Mayor and Council and is the sole employee of Council. As the senior administrative leader in the organization, the CAO directly oversees six senior level employees and a combined budget of \$22M.

In addition, the CAO will also:

- Provide effective advice and support to the Mayor and Council in developing, implementing, and executing policies and strategies.
- Deliver solid leadership to the senior management team and all City staff.
- Assist in promoting local businesses and attracting new business and tourism opportunities for the City and region.
- Ensure that City staff are committed to providing the highest level of service to the general public and the business community through clear and transparent communication.

The successful candidate will possess the following:

- A post-secondary education, or a combination of relevant training and senior leadership experience.
- A demonstrated track record of strong leadership and direction with prior senior management experience in a municipal setting.
- Excellent interpersonal skills, and the ability to work and communicate effectively with elected officials, government bureaucrats, business and industry leaders, as well as the general public.
- A thorough understanding of the financial and budgeting process.
- Appreciation of the legislative process and knowledge of the Manitoba Municipal Government Act and related statutes would be an asset.
- Demonstrated knowledge in strategic planning, organizational development and achieving results in building teams.
- Experience in implementing development plans, capital works and infrastructure improvement programs.

For further information please contact:

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