

# Position Vacant: Chief Administrative Officer



<b>Effective Date:</b>	April 2020
<b>Department:</b>	Administration
<b>Accountable to:</b>	Mayor and Council
<b>Supervision of:</b>	All Departments

## The Position

The City of Flin Flon is a community with a rich heritage, an inclusive thriving community with a clean natural environment making it a very desirable location to live, work and play. The city is seeking a CAO who will be responsible to provide the administrative direction to the municipality ensuring that the policies and programs of the Council are adhered to and that the overall direction remains consistent with The Community Plan. You will bring a positive attitude to the position that will contribute to the overall well-being of the community. You will be required to demonstrate a desire to develop and maintain a good rapport with any and all members of the council, the workplace, the community and the surrounding region. You are capable of ensuring adherence to legislative requirements, policies, procedures, development plans and any other applicable guidelines while cultivating a commitment to the long term community plan for yourself and all associates.

## Experience and Qualification Desired

- At least five years of progressively responsible experience in a similar leadership capacity
- Manitoba Municipal Administrator's Certificate would be an asset
- Experience in Municipal operation and management or other related discipline would be a definite asset
- Excellent interpersonal skills
- Excellent verbal, written and presentation abilities
- Familiar with the Manitoba Municipal Act, other provincial statutes and some administrative law.
- Ability to maintain a good rapport with Council, Employees, Boards & Committees, Members of the public.
- Responsible in maintaining accurate records, the safeguarding of all municipal assets and the provision of required reporting to any higher levels of government in a timely manner.
- Ability to manage and supervise various departments of the municipality.
- Ability to Carry out the powers, duties and functions assigned by Council, the Municipal Act of Manitoba or any other Legislative bodies having jurisdiction.

## How to Apply

Apply in writing and submit a complete resume of experience, educational background, qualifications and references to:

Glenna DASCHUK, CAO,  
The City of Flin Flon 20 First Avenue,  
Flin Flon MB, R8A 0T7.  
email: [gdaschuk@flinflon.ca](mailto:gdaschuk@flinflon.ca) or fax: 1-204-681-7530.

We thank you for your interest. Only those applicants selected for an interview will be contacted.