Chief Administrative Officer

Opportunity

Situated in Southwest Manitoba, the Town of Virden is a regional service centre hub serving a population of just over 3,000. Best known for its oil discovery in 1951, Virden has since come to be known as the "Oil Capital of Manitoba." With roots as a farming community, and prominent agriculture business, the town has grown and is home to more than 270 local businesses. Located at the junction of the Trans-Canada Highway (Highway #1) and Highway 83 (the 'Palms to Pines' route), Virden is surrounded by endless scenic views and natural forest beauty. Through responsible leadership, effective resource management, and a collaborative approach working with nearby neighbouring municipalities to attract investment in the region, the town continues to be strengthened by its core roots in the oil extraction industry and thrive in agriculture and other quality services.

THE OPPORTUNITY:

Reporting directly to Council, the Chief Administrative Officer (CAO) provides leadership and direction to the team of the Town of Virden and is responsible for the overall leadership of the municipality's administration, including financial oversight, human resource management, and strategic execution of municipal policies and programs. This is a hands-on leadership opportunity requiring a systems-oriented, visible, approachable and adaptable leader who operates with a high degree of integrity and professionalism. The successful incumbent will be a relationship-driven, strategic, transparent, and diplomatic leader who will contribute to effective governance practices, manage daily operations, execute Council's strategic vision, capitalize on economic growth opportunities and make a lasting impact. Individuals with municipal leadership experience, exceptional operation skills, an appreciation for rural community values, strong business acumen and a proven track record of leading growth and building relationships are encouraged to apply. The CAO should have the ability to mobilize and empower teams, support Council and engage constructively with community partners, residents, and regional stakeholders. We are seeking an experienced municipal leader to contribute to ongoing success, provide leadership to a dedicated team and inspire additional growth to a vibrant community.

KEY RESPONSIBILITIES:

- Administer the business affairs of the municipality in accordance with the Municipal Act and other statutes of the province.
- Prepare and execute short-term and long-term strategies for economic growth and development.
- Act as an effective liaison between the Council, staff, and the community.
- Provide support and advice to Council on policies, programs, new initiatives, governance, and fiscal matters.
- Strategically research and recommend new initiatives, programs, policies and plans for Council discussion and approval.
- Responsible for municipal administration, including financial planning, budgeting, service delivery and capital projects.
- Manage all administrative matters, create and revisit policies, procedures, and processes, maintaining efficient documentation.
- Deliver sound financial planning, budgeting, and management to Council, including consistent and accurate reporting.
- Manage all human resource functions, including hiring, development, performance management, and team engagement.
- Provide supportive leadership, ensure operational effectiveness and foster a positive culture focussed on communication, accuracy, collaboration, mentorship and high performance.
- Maintain strong community partnerships with citizens, local business, industry, other municipalities, government, and non-governmental organizations, while playing a key role in promoting and building the community.

SELECTION CRITERIA:

- Post-Secondary education in Public Administration, Business Administration, or related discipline or equivalency.
- Completion of the Manitoba Municipal Administrators Certificate Program or similar training.
- Demonstrated knowledge of the Municipal Act and related statutes or aptitude to understand.
- 5 years of senior municipal management experience, preferably as a CAO.
- Experience working with and/or reporting to a Board of Directors or Council and elected officials.
- Exceptional skills in strategic planning, human resources management, governance, risk, finance and operations.
- Seasoned, visible and empowering leader with good stress-management skills and ability to evolve in a dynamic environment.
- Proven ability to develop and mobilize people to achieve a shared vision and implement strategies.
- Strategic thinker, coupled with an innovative and collaborative approach and ability to capitalize on growth opportunities.
- Politically astute, visionary leader and solid decision maker with strong business acumen and a high level of integrity.
- Outstanding communication and interpersonal skills, and ability to connect with a variety of stakeholders, negotiate and influence.

To apply to this opportunity, please send a resume and cover letter, quoting project #26103 to jen@harrisleadership.com