

Assistant Chief Administrative Officer

Town of Virden



Situated in Southwest Manitoba, the Town of Virden is a regional service centre hub serving a population of just over 13,000. 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 to the Chief Administrative Officer, the Assistant CAO (ACAO) is responsible for supporting the overall administrative management, including human resources and financial management and day-to-day operations of the Town of Virden. The A CAO will serve as a member of the senior leadership team and assume authority and duties of the CAO in an acting capacity when the CAO is absent. 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. This is a newly created position, that factors into succession strategy and offers the professional challenge and opportunity to make a significant contribution to a collaborative team and meaningful impact to the continued success and growth of an energetic and vibrant community.

KEY RESPONSIBILITIES

- In conjunction with the CAO, administer the business affairs of the town in accordance with the Municipal Act and other statutes of the province.
- Assist in the preparation and execution of short-term and long-term strategies for economic growth and development.
- Ensure operational effectiveness and foster a proactive and modern culture of accuracy and high performance, under the direction of the CAO.
- Provide support and advice to the CAO on policies, programs, new initiatives, governance, fiscal matters, and special projects.
- In collaboration with the CAO, act as an effective liaison between the Council, staff, and constituents.
- Provide sound financial planning, budgeting, and management to the CAO and Council, including consistent and accurate reporting and oversight to capital projects.
- Develop and implement municipal by-laws, contracts or agreements as directed by CAO.
- 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.
- As directed, create and revisit policies, procedures, and processes, maintaining orderly and efficient documentation.
- Provide supportive leadership and direction to staff and management, fostering an approach focused on collaboration, effective communication, mentorship, and development.

SELECTION CRITERIA

- Post-Secondary degree in Public Administration, Business Administration, Commerce, or related discipline.
- Minimum of 5 years senior management experience in a municipal environment.
- Experience working with and/or reporting to a Board of Directors or Council and elected officials.
- Exceptional skills in strategic planning, finance, human resources management and operational experience.
- Proven ability to develop and mobilize people to achieve a shared vision and implement strategies.
- Politically astute, visionary leader and solid decision maker with strong business acumen and a high level of integrity.
- Outstanding communication and interpersonal skills, with the ability to connect with a variety of stakeholders.
- Completion of the Manitoba Municipal Administrators Certificate Program or other similar training is an asset.

***To apply to this opportunity, please send a resume and cover letter
quoting project #23106 to jen@harrisleadership.com***