



# Chief Administrative Officer

## Town of Minnedosa, Manitoba

Incorporated in 1883, Minnedosa is a thriving and picturesque town of 2,500 people, situated at the junction of Provincial Highway #10 and Yellowhead Highway #16, in the province of Manitoba. It is approximately a 30-minute drive north of the City of Brandon and a 30-minute drive south of Riding Mountain National Park. The Saskatchewan River flows through the town and the area is rich with stunning recreational areas, beaches, campgrounds, walking trails and more. Situated in a valley, the town continues to grow with the expansion of a new subdivision underway. For more information, please visit: <http://discoverminnedosa.com/m/town-of-minnedosa>

The Town of Minnedosa is seeking an effective leader with well-developed management skills, good governance practices and ability to connect and communicate to a variety of different stakeholders. The Chief Administrative Officer will be instrumental in advising and supporting Council in the development and implementation of both short-term and long-term strategic goals, while overseeing daily operations.

### Position:

Reporting to Council, the Chief Administrative Officer (CAO) is responsible for the overall administrative management of the Town of Minnedosa with oversight of people, programs, and policies, in alignment with Council's vision and in accordance with Provincial Legislation and local by-laws. The successful incumbent will contribute to effective governance, manage day-to-day operations and execute the Council's strategic vision, providing guidance and oversight on implementing the Town plan and actively pursuing economic growth opportunities in the region. The CAO should have the ability to mobilize the Town administration to deliver high quality services in an ever-changing regional and local environment. Council is seeking an innovative professional with strong leadership qualities, and the financial, administrative, and political acumen to play a key role in promoting and building the Town of Minnedosa.

### Key Responsibilities:

- Administer the business affairs of the Town in accordance with the Municipal Act and other statutes of the Province.
- Provide support and advice to Council on policies, programs, new initiatives, governance, and fiscal matters.
- Assist Council in the preparation and execution of short-term and long-term strategies for economic growth and development, including a \$9 Million arena project and a new subdivision development.
- Act as an effective liaison between the Council, staff, and the community.
- 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.
- Provide sound financial planning, budgeting, and management to Council, including consistent and accurate reporting.
- Create and revisit policies, procedures, and processes, maintaining orderly and efficient documentation.
- Develop and implement municipal by-laws, contracts and agreements as directed by Council.
- Ensure operational effectiveness for each municipal department and manage expenditures.
- 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 or diploma in public administration, business, commerce or related discipline. Municipal-related training and development an asset.
- Minimum of 10 years of progressively responsible roles in a public and/or private organization.
- Experience working with and/or reporting to a Board of Directors or Council.
- Managerial experience obtained in a municipal or comparable multifaceted organization, coupled with a demonstrated ability to deliver results.
- Seasoned leader with ability to handle stress in a dynamic and evolving environment.
- Strong understanding of strategic planning, finance, risk, governance, human resource management and operations.
- Proven ability for building and leading high-performance teams and empowering staff in the delivery of superior services.
- Excellent public relations, interpersonal and communication skills.
- Exceptional relationship building skills and ability to establish credibility and trust with a diverse group of people.
- Superior written and spoken communication skills, coupled with the ability to negotiate, influence, and facilitate.
- Demonstrated political acumen, visionary leader, and solid decision maker with a high level of ethics, values, and integrity.

***To apply to this opportunity, please send a resume and cover letter quoting project #40113 to [jen@harrisleadership.com](mailto:jen@harrisleadership.com)***