



# **Chief Administrative Officer**

## **to support leaders of the community**

The Rural Municipality of Alexander is seeking a respectful, strong and effective leader with well-developed management skills, strong financial acumen and a collaborative, open, honest attitude. This dynamic Chief Administrative Officer will be instrumental in advising and supporting the Council development and implementation of short and long-term strategic goals, while overseeing daily operations.

Located 113 km northeast of Winnipeg, stretching from the eastern shores of Lake Winnipeg east into the Whiteshell and north into the Canadian Shield, this 1,521 sq. km. region is serviced by six modern highways. The Rural Municipality of Alexander is known to lure the nature lover. Wildlife such as moose, deer, foxes, wolves, coyotes, bears and both snowy and grey owls are in abundance in the region's lush, green forests while species of birds and fish are too many to mention. <http://www.rmalexander.com/p/our-community>

### **Role & Responsibilities**

Reporting to the Reeve and Council, the Chief Administrative Officer is responsible for the overall administrative management of the Municipality of Alexander – responsible for managing the personnel, programs and policies of the municipality in order to ensure the implementation of Council's vision in an effective and efficient manner in accordance with Provincial Legislation and local by-laws. The successful incumbent will have the ability to actively pursue new opportunities while maintaining a collaborative working relation with other communities in the region.

### **Key responsibilities include:**

- To administer the business affairs of the Municipality in accordance with the Municipal Act and other statutes of the Province;
- Provide support & advice to the Council on policies, programs, new initiatives, & fiscal matters
- Assist Council in the preparation & execution of short and long-term strategies for R.M of Alexander's growth & development;
- Develop and implement Municipal by-laws, contracts or agreements as directed by Council;
- Ensure operational effectiveness for each municipal department;
- Act as an effective liaison between the Council, staff and the community;
- Maintain effective working relationships, mentor and develop staff;
- Supervise expenditures of all departments of the Municipality;
- Supervise and assume general responsibility for all real estate matters;
- Build and maintain strong partnerships with other municipalities; and
- Resolve issues that may arise in a timely manner.



### **The preferred candidate will have the following qualifications:**

- CMMA designation or equivalent;
- Minimum of 10 years of leadership experience in a diverse municipal and/or government environment;
- Exceptional understanding of strategic planning, budgeting, finance, human resources management and operations in a multi-faceted organization;
- Excellent organizational and leadership skills;
- An open, honest, direct interpersonal style
- Demonstrated ability as a politically astute, visionary leader and solid decision maker with a high level of ethics, values and integrity; and
- Outstanding communication and interpersonal skills; ability to communicate and build relationships with all stakeholders in the community is essential.

***To apply contact Sonia Sharma quoting project #19100 at [Sonia@harrisleadership.com](mailto:Sonia@harrisleadership.com).***