

The Town of Hanley is currently seeking applications for Chief Administrative Officer (CAO). This is a permanent, full-time position.

This position reports to Council and is responsible for providing overall administration of the Town and ensuring the effective utilization of the financial and administrative resources.

As the principal advisor to Council, the CAO is responsible for providing all relevant and necessary information to make informed decisions, along with providing leadership for planning and executing a strategic vision that meets the current and future needs of the Town.

Guided by the Municipalities Act – Duties of Administrators, the work the CAO does is broad and requires a willingness to perform a variety of tasks including:

- Bookkeeping and Accounting – including bank reconciliation, payroll, financial statements, and budget preparation assistance;
- Preparation and processing of various billings and filings – including utility bills, GST returns, taxes, and assessments;
- Managing a small team with support from the HR Committee;
- Grant research and writing;
- Bylaw writing and interpretation;
- Attending Council meetings, preparing agendas and taking accurate minutes;
- Preparation of various other reports and documents;
- Social Media Communication – Website, Facebook etc.

The ideal candidate will possess:

- A minimum of a level “C” Certification in Local Government Administration or a combination of experience and a willingness to obtain certification;
- Proven administrative experience with knowledge of office management systems and procedures;
- Proficiency in Microsoft Office applications, with a strong emphasis on Excel;
- Experience with Munisoft Software is considered an asset;
- Work well independently and within a team environment;
- Excellent time management skills and the ability to multi-task and prioritize work;
- Strong organization and planning skills;
- Keen attention to detail and problem-solving skills;
- Exhibit leadership and be community oriented;
- Excellent written and verbal communication skills;
- Preference may be given to those applicants with two (2) or more years experience in urban municipal administration.

The position offers a competitive wage, benefits, and pension plan.

Qualified applicants are invited to submit a cover letter and detailed resume including references and salary expectations to the address indicated below by 4:00pm on February 4, 2022.

HR Committee
Town of Hanley
Box 270 – Unit 4 107 Lincoln Street
Hanley SK S0G 2E0
townahanley@sasktel.net

We thank all applicants for their interest in this position, but only those selected for an interview will be contacted.