

Summer Village of Mewatha Beach

Chief Administrative Officer (CAO) Opportunity

The Summer Village of Mewatha Beach is a small municipality located East of the town of Boyle on Skeleton Lake. It is a combination of full-time residents and part time enthusiasts who all share their love for the lake.

Mewatha Beach is currently accepting applications for the position of Chief Administrative Officer (CAO). Reporting to the Mayor and Council, the CAO is responsible for providing effective administrative leadership for all municipal operations and services. Maintaining effective relationships with a variety of internal and external groups, including local and regional partnerships is also a requirement as is the ability to work as a team member with the staff.

The ideal candidate will possess strong knowledge of municipal legislation and experience with community and economic development, a positive attitude and proven teambuilding skills. Strengths in accounting as well as interpersonal and communication skills are essential to facilitate positive relations with Council, Staff and Community.

Preference will be given to candidates who have:

- a minimum of 3 years of Senior Municipal Management experience
- solid working understanding of municipal operations
- strategic planning, budgeting and financial forecasting proven experience
- computer proficiency
- a certificate in Local Government Administration or relevant post-secondary education and equivalent experience

This is a part-time position with evening and weekend council and committee meetings, and the successful candidate will be required to provide their own workspace.

Compensation will be determined by experience.

Applications can be emailed to svmewatha@outlook.com

Closing Date:

Once Suitable Candidate has been hired