

# ***Town of Hepburn***

## **Chief Administrative Officer (CAO)**

**Start Date:** Immediate

**Scope:** Full Time/Permanent

**Salary:** Based on the UMAAS salary schedule and negotiable based on qualifications, certifications, and experience.

**Deadline:** November 29, 2024 or until filled.

The Town of Hepburn is seeking a full time permanent Chief Administrative Officer (CAO). This highly responsible and collaborative position is the principal liaison and support person for the five-member council and runs the day-to-day operations of the municipality implementing the bylaws, policies and resolutions of Council.

The Town has a population of 784 people and is located 40 km north of Saskatoon. A bedroom community with a business district, arena, K-12 public school and churches. Visit our website: [www.hepburn.ca](http://www.hepburn.ca)

This position is supported by Council, a Community Coordinator, an office clerk, Heritage Common Facility Caretaker and two public works/ water works staff.

Responsibilities include but are not limited to: oversight and management of the municipality, committee and staff meetings and presentation of decisions and recommendations, administering and coordinating personnel and facilities for the effective delivery of government services and programs, serving as liaison and upper management to all Town departments and boards under bylaw of Council, ensure timely response to all citizen requests/inquiries, coordinate financial operations of the Town and work with council with the preparation of the annual budget and financial reporting, communications, preparation and submit applications and manage projects under federal and provincial grants and perform other duties as established by Council and those outlined under *The Municipalities Act*.

**Minimum Qualifications:**

- Local Government Authority (LGA) certification with a Standard certificate from the Saskatchewan Urban Municipal Administrators Association (UMAAS). (Advanced certification preferred). Those without certifications but are willing to obtain may be considered.
- Experience in a municipal or comparably multifaceted organization in a leadership role.
- Must possess a positive attitude with strong computer skills and knowledge of MuniSoft, Microsoft Office and social media. Experience with Paymate, PubWorks, and Office 365 programs are an asset.
- Excellent oral and written communication and Public Relations skills.
- Works well both independently and with a team.

The Town offers a full benefit package through SUMA and an excellent pension package through MEPP, and other policy driven benefits including clothing allowance.

Apply to the Town of Hepburn:

Box 217

Hepburn, SK S0K 1Z0

Email: [careers@hepburn.ca](mailto:careers@hepburn.ca)

Phone: (306) 947-2170

Subject should read: "CAO Competition"

**RESUME with a minimum of two recent employment references and at least one character reference (non-employment related) is REQUIRED.**

*Applications will be accepted until position is filled. Only those selected for an interview will be contacted.*