



**TOWN OF HEPBURN**  
**Chief Administrative Officer (CAO)**  
**Maternity Leave Position**

**Date Posted:** November 8, 2021

**Employment Term:** Full-Time Temporary

**Wage:** Based on the UMAAS salary guideline and negotiable based on qualifications, certifications, and experience.

**Start Date:** Between January 4 to 14, 2022

**Deadline:** November 29, 2021 or until filled.

The Town of Hepburn is currently seeking applications for a **temporary Chief Administrative Officer (CAO)** for a 12-month maternity leave.

The Town of Hepburn has a population of 688 people and is located 40 km north of Saskatoon. A bedroom community with a business district, arena, large multi-use Community Centre, K-12 public school and churches. The Town enjoys the benefits of small town living with easy access to the amenities of the City. Visit our website at [www.hepburn.ca](http://www.hepburn.ca)

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. The CAO position is supported by Council, a full-time Assistant Administrator, a full-time Facility Manager, a part-time Community Coordinator and three Public Works/Water Works staff. 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:

- Administering and coordinating personnel and facilities for the effective delivery of government services and programs
- Bookkeeping and Accounting – including bank reconciliations, payroll, financial statements and budget preparation
- Preparation and processing of various billings and filings – including utility bills, GST returns, taxes, and assessments
- Grant research and writing
- Bylaw writing and interpretation
- General record keeping/minute taking
- Preparation of various other reports and documents
- Social Media Communication – Website, Facebook etc.

The ideal candidate will possess:

- A certificate in Local Government Administration or equivalent
- Accounting certification or equivalent experience

- Proven administrative experience with knowledge of office management
- Proficiency in Microsoft Office applications
- Experience with MuniSoft Municipal Software is 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 skills
- Keen attention to detail and problem-solving skills
- 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 based on the UMAAS Salary Guideline. Council would like the successful candidate to train for approximately 4-8 weeks with the CAO prior to her maternity leave, depending on education and experience.

**Qualified applicants are invited to submit a cover letter, detailed resume including references, anticipated start date, and salary expectations to the address indicated below.**

For further information you may call CAO Amanda Peters at 306-947-2170.

**Town of Hepburn**

**Attention: Amanda Peters**

Box 217

Hepburn, SK S0K 1Z0

Fax: (306) 947-2170

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

Subject should read: "CAO Maternity Leave Position"

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