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TOWN OF BLAINE LAKE, PO Box 10, Blaine Lake, SK,

Chief Administrative Officer, Town of Blaine Lake

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

The Town of Blaine Lake is at a junction of Highways #12 and #40 between Shellbrook and North Battleford, as well as 45 minutes from Saskatoon. The Town boasts a 9 hole Golf course and a Campground and a gateway to many lakes and parks. The Town was incorporated in 1912 and has a rich history of 500 persons.

The Town offers a brand new Water Treatment plant with full reverse osmosis system, full-service Gas Station, Health Clinic, New K-12 School, Hardware store, Drug store, Churches, Grocery store, Motel, Library and other various businesses.

Key Responsibilities:

Human Resources: Exercise careful stewardship of human resources by practicing effective and tactful communication with staff, stakeholders, and the general public.

Administrative: Ensure compliance with provincial legislation, including all requirements, facilitate meetings of Council, and direct or answer municipal correspondence as required. 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 needs and future needs of the Town,

Financial: Prepare budget and levy estimates, provide financial oversight, participate in audit and financial statement preparation, and seek opportunities to improve fiscal performance.

Strategic: Implement strategic plans, source funding opportunities to achieve community objectives, and recommend actions to manage changes in the economic, social, and regulatory environments.

Policy Developments: Review, revise, and draft policies where necessary to align the practices of the municipality with its current expectations and objectives.

Other Duties: Undertake additional tasks as assigned by Council to achieve the strategic priorities of the Town of Blaine Lake.

Qualifications:

- Management experience in municipal government or related field
- Post-secondary education in an area of competency required of the position an asset
- Demonstrated proficiency managing a variety of responsibilities and deadlines
- Superior public relations, communication, and conflict-resolution skills



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- Ability to lead, teach, develop positive working relationships and progressively handle new and diverse responsibilities
- Bondable and able to complete excellent work and minimal supervision
- Standard C Certification in Local Government Administration
- Town Council appreciates the Administrator's role and the importance of a relationship with that individual built on trust, respect, and transparency. The successful candidate will receive a competitive salary commensurate to their qualifications and experience, as well as attractive medical and pension benefits.

Please send Resume, References and Salary Expectations to:

Town of Blaine Lake
Box 10
Blaine Lake, Sask. S0J 0J0
Email: blainelake@sasktel.net

We thank all candidates for their interest and advise that only those selected for an interview will be contacted.

Closing January 19, 2024