



## **Resort Villages of Shields and Thode Seek Joint Chief Administrative Officer (CAO)**

The Resort Villages of Shields and Thode invite applicants to join their team in the position of Chief Administrator Officer (CAO). The Resort Villages of Thode and Shields are progressive communities located along the picturesque Blackstrap Lake, 30 minutes South of Saskatoon. The two thriving villages are home to approximately 313 households with a taxable assessment for the two villages of \$95 M. For more information on the communities visit [www.shields.ca](http://www.shields.ca) or [www.thode.ca](http://www.thode.ca).

The CAO position is responsible to the Mayors and Councils for all administrative operations of the two Villages in accordance with the policies established by Councils and the Municipalities Act. The successful applicant will be a strong decision maker with high integrity providing guidance and support for staff and Council.

The successful candidate must possess superior verbal and written communication skills; including the ability to build trusted relationships with internal and external stakeholders. The position requires a strong knowledge in municipal accounting and finance; exhibit leadership and is community oriented.

The preferred candidate will have successfully obtained a Class “C” Certificate in Local Government Administration and 5 years of Municipal office experience with proficiency using Munisoft software and Microsoft Word and Excel.

The Joint Municipal position offers a competitive salary and benefits based on qualifications and experience as per UMAAS 2020 Salary Guidelines.

In confidence, qualified candidates are encouraged to electronically submit their resume, a covering letter and salary expectations to the following address by no later than February 15, 2021. Email to [admin@shields.ca](mailto:admin@shields.ca) or mail to Box 202, Dundurn, SK. S0K 1K0.

We thank all those who apply and advise that only those selected for further consideration will be contacted.