



Resort Village of Shields

Come Home to the Lake Life

Resort Village of Shields Seeks a Temporary Chief Administrative Officer (CAO)

The Resort Village of Shields invite applicants to join their team in the position of Temporary Chief Administrator Officer (CAO). The Village is a progressive community located along the picturesque Blackstrap Lake, 30 minutes South of Saskatoon. The Administration Office has a beautiful view overlooking Shield's Golf Course. The thriving village is home to approximately 213 households, 351 residents (2021 census) with a taxable assessment total of \$84,328,800 (2023). For more information on the community visit www.shields.ca.

The CAO position is responsible to the Mayor and Council for all administrative operations in accordance with the policies established by Council 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.

Preference will be given to those applicants that have their certificate in Local Government Authority, already possessing an Urban Standard Certificate or are willing to take the necessary classes to obtain their certification.

The preferred candidate will have completed the Local Government Administration courses, successfully obtained a Standard Certificate from UMAAS, and poses 5 years of Municipal office experience with proficiency using MuniSoft software and Microsoft Word and Excel.

This Municipal position offers a competitive salary and benefits based on qualifications and experience as per UMAAS 2023 Salary Guidelines.

This position is temporary starting April 2024 for approximately a 1-year term.

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 10, 2024. Email to admin@shields.ca.

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