



Resort Village of Shields

Come Home to the Lake Life

Join Our Team – Temporary Chief Administrative Officer (CAO)

Resort Village of Shields is looking for an enthusiastic and experienced professional to step into the role of **Temporary Chief Administrative Officer (CAO)** for an 18-month term starting late April 2026.

Why Shields?

Imagine working in a welcoming lakeside community just 30 minutes south of Saskatoon. Shields offers the perfect blend of professional challenge and quality of life:

- **Scenic Location:** Nestled along beautiful Blackstrap Lake, with stunning views from the Administration Office overlooking the Shields Golf Course.
- **Thriving Community:** Home to 220 households and 351 residents (2021 census), with a taxable assessment total of \$92,526,500 (2025). Shields is a progressive village with a strong sense of community and growth.
- **Lifestyle Perks:** Only 30 minutes from Saskatoon, commuting from the city is possible while enjoying easy access to outdoor recreation. The close access to boating, fishing, golfing, and year-round activities—all while working in a serene environment.

About the Role

As CAO, you'll be the key administrative leader, reporting to the Mayor and Council. You'll work with an administrative assistant, manage all municipal operations under The Municipalities Act and ensure smooth governance and exceptional service delivery. This is an opportunity to make a meaningful impact while working closely with a dedicated team and engaged residents.

What We're Looking For

- Strong leadership and decision-making skills with integrity and professionalism.
- Excellent communication abilities to build trusted relationships with staff, Council, and the community.
- Solid knowledge of municipal accounting and finance.

- Preference for candidates with a Local Government Authority certificate, UMAAS Standard Certificate, or willingness to complete required courses.
- Ideally, 5+ years of municipal office experience and proficiency in MuniSoft, Microsoft Word, and Excel.

What We Offer

- Competitive salary and benefits based on UMAAS 2025 Salary Guidelines.
- A supportive work environment in a picturesque setting.
- The chance to grow your municipal leadership experience while enjoying a balanced lifestyle.

Apply Today

Submit your resume, cover letter, and salary expectations by **February 18, 2026** to **admin@shields.ca**.

For more about our community, visit <http://www.shields.ca>.

We thank all applicants for their interest; only those selected for further consideration will be contacted.