

Job Title: Chief Administrative Officer (CAO)

Organization: Resort Village of Island View

Location: Island View, Saskatchewan

Position Type: Part-Time

The Resort Village of Island View is a vibrant lakeside community committed to providing effective municipal services, responsible governance, and a high quality of life for residents and visitors. Council is seeking a motivated and experienced professional to serve as Chief Administrative Officer and support the continued growth and success of our community.

Position Summary

The Chief Administrative Officer (CAO) is the senior administrative leader for the Resort Village of Island View and reports directly to the Mayor and Council. The CAO is responsible for the overall administration of municipal operations in accordance with The Municipalities Act and the policies and bylaws established by Council.

This is a **part-time position** with scheduled office hours of:

- **Thursday:** 8:00 a.m. – 4:00 p.m.
- **Friday:** 8:00 a.m. – 4:00 p.m.
- **Saturday:** 9:00 a.m. – 3:00 p.m.

Key Responsibilities

- Provide professional advice and administrative support to the Mayor and Council
- Implement policies, bylaws, and decisions of Council
- Manage municipal finances including budgeting, financial reporting, and accounts payable/receivable
- Prepare Council meeting agendas, minutes, and supporting documentation
- Administer municipal bylaws, permits, and records management
- Ensure compliance with provincial legislation and municipal regulations
- Coordinate communication with residents, property owners, and external agencies
- Oversee contracts, service agreements, and municipal projects
- As Outlined in Section 111 of *The Municipalities Act*

Qualifications

- Certification as **Municipal Administrator (RMA)** or **Local Government Administration (LGA)** certification, or willingness to obtain
- Experience in municipal administration preferred
- Strong knowledge of Saskatchewan municipal legislation and procedures
- Excellent organizational, financial management, and communication skills
- Ability to work independently and maintain confidentiality
- Proficiency in municipal accounting, municipal laws, human resources, payroll, asset management
- Experience with MuniSoft Software, computer skills and website management
- The ability to work in a team and independent environment
- Experience with LAFOIP is considered an asset
- Discretion with matters pertaining to confidentiality
- Ability to organize and prioritize work, and meet deadlines while maintaining a high degree of accuracy

Compensation

Salary will be commensurate with experience and qualifications.

How to Apply

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience.

Applications will be accepted until the position is filled.

Please submit applications to:

Resort Village of Island View

Attention: Landon Chambers

islandview@sasktel.net

The Resort Village of Island View thanks all applicants for their interest; however, only those selected for an interview will be contacted.