

Village of



Chief Administrative Officer (CAO)

RM OF DUFFERIN & VILLAGE OF BETHUNE

The RM of Dufferin #190 and Village of Bethune is currently recruiting for a highly motivated, organized and effective professional to join our municipal team in the leadership role of Chief Administrative Officer.

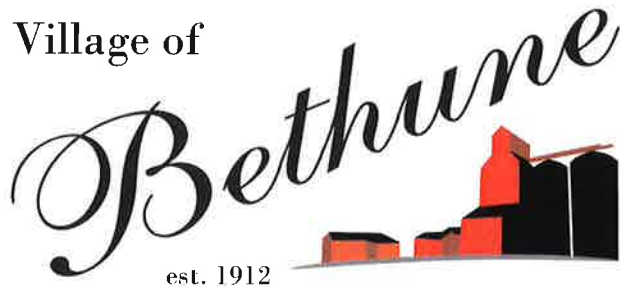
The Municipal Office is located in the Village of Bethune approximately 50 km northwest of Regina along Highway #11. The Village offers a K-8 school, sports facilities, parks and more. The RM of Dufferin hosts three resort areas along Last Mountain Lake and three resort areas along Buffalo Pound Lake within the RM of Dufferin boundary. The population of the Village of Bethune is 399 and the RM of Dufferin is 559.

The ideal candidate will possess either a "C" or "A" Municipal Administration certificate (rural) or Standard or Level I (urban), at least 5 years municipal experience and/or a certificate or degree from a recognized college or university in the faculty of business, accounting or finance. Other combinations of education and experience will be considered.

Duties:

- Accounting and Records Management
- Formulation and administration of municipal bylaws
- Maintenance of the assessment records
- Conducting taxation procedures and collection
- Budgeting and Financial Reporting
- Planning and Development Procedures
- Election procedures

Village of



- Provide advice and support to the Councils' in coordinating, developing, and implementing policies and programs to meet the goals set by each individual Council
- Supporting Council in preparation of meetings and recording of Minutes and Resolutions
- Communications and Public Relations
- Safekeeping of all municipal records
- Supervision of office staff
- Information management and Automated programs and processes

Work in rural and urban municipal governments requires diplomacy and discretion along with strict adherence to legislation. We are looking for candidates who can demonstrate a high degree of integrity and conscientiousness with a track record of sound decision making, excellent interpersonal skills, innovative problem solving and experience working with Boards and/or Councils.

The Municipalities offer an excellent pension, benefits and salary package, which will be determined based on the candidate's education, experience and municipal policy.

Applicants should forward their resume by August 30th to:

**Village of Bethune/RM of Dufferin #190
Box 67
Bethune, SK S0G 0H0**

Or electronically to:

**Email: rm190@bethunesk.ca or
Villageofbethuen@bethunesk.ca**