

*A short drive from pristine northern lakes, great walleye and northern pike, a top-ranked championship golf course, and major retail hubs, Nipawin is where outdoor enthusiasts, entrepreneurs, families and retirees come to live, work, invest and play.*

*Not only is it the events playground of north eastern Saskatchewan, Nipawin is also a regional centre of economic development – located in the heart of agricultural seed and honey production and close to one of the world's largest diamond exploration projects.*



*There are a number of opportunities on the horizon for Nipawin and area. To ensure the region takes full advantage of these opportunities, and realizes its fullest potential, the town is seeking a*

## Town Administrator and Director of Business Development

The Town Administrator is the Chief Administrative Officer directly responsible to Council, overseeing all civic departments and ensuring that the policies and programs of the Town are implemented. You manage, monitor, and control civic spending. The Town Administrator routinely advises and informs Town Council on the operations and affairs of the Town, attends all regular meetings of Town Council, and makes recommendations concerning policies or programs which are necessary to carry out the powers, duties and functions of the Town. Your background includes a Certificate in Local Administration, an undergraduate degree in Business/Public Administration, Commerce or related field and extensive experience in Civic or Civil service. You have 5-10 years of experience in senior management and working with boards/councils, governments, economic development and diverse stakeholders. You understand the relationship between the Administration, Mayor and Councilors, and are able to work co-operatively with Council and its Committees. Core competencies include strategic planning, budgeting and public accountability.

Providing vision and leadership to the new Regional Economic and Tourism Development Partnership Authority and its members, the Director of Business Development is responsible on an ongoing basis for the operations and activities of the Partnership Authority and its economic development staff. You plan, direct, and coordinate the operations of the organization for the accomplishment of objectives and policies established by the Board of Directors and approved in the multi-year strategic plan, business plan, and annual budget. The ideal candidate has a university degree in business, or other discipline related to tourism/economic development and five years related experience in a senior management position within the business sector or industry association. Strong communication skills and demonstrated ability to generate interest and support for economic initiatives are essential. Experience with the business and management principles involved in economic development as well as working with volunteers and multiple stakeholders is a must. Exceptional judgment, problem solving and decision making skills and strong leadership ability are required to succeed in this position.

For more information about the Town of Nipawin, visit their website at [www.nipawin.com](http://www.nipawin.com).

If you're excited by the opportunity to play a leading role in a vibrant community's growth and success, and ensure Nipawin stands out on the map, contact...

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