



CHIEF ADMINISTRATIVE OFFICER

With the assistance of HMC Management Inc., the Resort Village of Candle Lake, Saskatchewan is seeking the services of a qualified Chief Administrative Officer (CAO) to provide professional leadership and direction to Council.

Reporting to the Mayor and Council, the CAO is expected to manage and lead a full time management and staff compliment of 14 full time employees along with managing an operating and capital budget of approximately \$4.7 million (2021).

Prior urban CAO experience or a minimum of five (5) years' experience at a senior level in a larger municipal government setting is required along with a current Standard or Class "C" Saskatchewan Municipal Administrator certification or be eligible to obtain a standard certificate in accordance with the Urban Municipal Administrator's Act. Past experience in public works, human resource management and land use planning would be an asset. The incumbent is also expected to relate to and communicate with customers, co-workers, contractors and the general public in a congenial and courteous manner.

Salary range for this position is \$101,250 to \$135,000. The Resort Village has an extensive benefits package as well. Council expects that the CAO would be willing to reside in, or close to the municipality, and be visible within the community.

In confidence, qualified candidates are encouraged to electronically submit their resume, a covering letter, three work related references, and salary expectations to the following address by no later than November 05, 2021 at 4 pm to:

sdv.hmc@wcgwave.ca

**RE: Resort Village of Candle Lake, SK
Chief Administrative Officer Competition**

**Inquires may be made to:
Dean Yaremchuk, RMA CMMA
HMC Management Inc.
1.204.870.0236**



A CAO Opportunity Profile is available upon request and only those candidates selected to be interviewed will be contacted. HMC and the Resort Village will respect the privacy and confidentiality of all personal information provided directly or indirectly verbally, electronically or in print in the process of engaging with candidates in this search assignment.