

## The Rural Municipality of Roland Chief Administrative Officer

The CAO is responsible for providing leadership for the general management of the municipality. Working cohesively with elected officials, ratepayers, community organizations, neighboring municipalities and interested stakeholders. The ideal candidate will be an effective communicator, with a strong background in municipal administration, financial management and human resources.

Under the direction of Council, the CAO is responsible for the overall management of the municipality including but not limited to:

- Direct general administrative affairs of the municipality and perform all duties and responsibilities in accordance with the Municipal Act.
- Leads the development of a long-range plan for the operation and continued success of the Municipality.
- Plans, directs, and coordinates the day-to-day activities required to implement the plan and achieve the goals and objectives approved by Council.
- Develops and implements a process for the preparation of annual capital and operating budgets
- Provides responsible financial planning and management of a municipal budget.
- Develops positive relationships and maintain open communication with all employees, stakeholders, and constituencies of interest to the municipality.
- The management and supervision of the employees of the municipality.

Candidates should be a graduate of or enrolled in Manitoba Certificate Program.  
Salary range is dependent upon qualifications and experience.

We thank all those who apply and advise that only those selected for further consideration will be contacted. Applications will be accepted until 4:30pm on Oct. 25, 2024

Direct Applications with the cover letter and resume to:

personnelmofroland@gmail.com

or

Personnel Committee

RM of Roland

Box 119

Roland, MB

R0G 1T0