



Chief Administrative Officer Rural Municipality of Whitehead

The Council of the Rural Municipality of Whitehead, with the support of Way To Go Consulting Inc., is seeking an individual who will bring strong leadership skills to this position. If you are looking to make an impact with a progressive, dynamic Municipality, we are looking to hear from you.

Key responsibilities of the position include:

- Direct the general administrative affairs of the Municipality and perform all duties and responsibilities under The Municipal Act
- Recommend objectives, policies, and programs to Council and provide support and advice on new initiatives and fiscal matters.
- Direct the implementation and monitor the progress of policies and programs approved by Council.
- Recruit and develop all municipal management and administration employees and develop a plan to attract and retain quality employees.
- Provide responsible financial planning and management of a budget of over \$2 million.
- Develop positive relationships and maintain open communication with all stakeholders and constituencies of interest to the Municipality.

Ideally, you will possess technical skills and experience in municipal administration, financial management, and human resource management. Strong communication, analytical, and leadership skills are just some of the requirements of the position. Candidates with post-secondary education in a relevant discipline bring an educational advantage to the position.

The Rural Municipality of Whitehead is a growing and diverse community located a few minutes west of the City of Brandon. It has a population of approximately 1700 people, including the Local Urban District of Alexander.

The right candidate can expect a comprehensive salary and benefits package.

Individuals interested in this position should send a resume and cover letter by email to Valorie Unrau, Way To Go Consulting Inc., at valorie.unrau@waytogoconsultinginc.ca.

The selection committee intends to review applications as early as November 17, 2023. However, applications may continue to be accepted until the right candidate is found.

We thank all who apply and advise that only those selected for further consideration will be contacted.

