Chief Administrative Officer

With the assistance of HMC Management Inc., Council of the Town of Wadena is seeking the services of a qualified Chief Administrative Officer (CAO) to provide professional leadership and direction for the Town.

Ideally you are someone with recognized administrative experience, are a proven leader for the 14 full time staff and can advance Council, the organization and community within an a approximate $3.6 M annual capital and operating budget (2020).

A Standard “C” Saskatchewan Municipal certification, prior CAO experience combined with relevant post-secondary education OR a combination of relevant education and at least 4 years of senior management experience in municipal government are required. You will be an excellent communicator and will also have a thorough understanding of municipal operations, particularly: project management; finance/budgeting; infrastructure, land use planning; and economic development.

It is also desired that the CAO will reside in the Town of Wadena.

Salary range for the CAO is $90,000 - $110,000/annum.

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 12 noon on May 19, 2021 to:

sdy.hmc@shaw.ca
RE: Town of Wadena, SK Chief Administrative Officer Competition

Inquires may be made to:
Dean Yaremchuk, Senior Partner
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.