



Chief Administrative Officer

Rural Municipality of Cartier, Manitoba

Part of the Central Plains Region of Manitoba and located 48 kilometers from Winnipeg, the municipality is bordered on the west by the R.M of Portage la Prairie, to the east by the R.M of Headingley and to the north by the Assiniboine River. Established in 1914, with proud French-Canadian heritage, the municipality is best known for its flat rich farmland, agriculture sector and sunflower crops. The municipality has a population of 3,368 and includes the main town of Elie, many family farms, 11 Hutterian colonies, and endless walking paths and recreation sites to enjoy the serene natural landscape. For more information, please visit: <http://www.rm-cartier.mb.ca>

The R.M. of Cartier is seeking a respectful and effective leader with well-developed management skills and the ability to connect and communicate at all levels. The Chief Administrative Officer will be instrumental in advising and supporting Council in the development and implementation of short and long-term strategic goals, while overseeing daily operations.

Position:

Reporting to Council, the Chief Administrative Officer is responsible for the overall administrative management of the municipality of Cartier and oversight of personnel, programs and policies, in alignment with Council's vision and in accordance with Provincial Legislation and local by-laws. The successful incumbent will act as a change agent and actively pursue new economic growth opportunities and partnerships while maintaining collaborative relations with communities in the region. S/he should have the ability to motivate people to act in new ways and adapt in an ever-changing political environment. We are seeking an innovative professional with strong leadership, financial, administrative and political acumen, who will support the Municipal Council with decision making and play a key role in promoting and building the community of Cartier.

Key Responsibilities:

- Administer the business affairs of the municipality in accordance with the Municipal Act and other statutes of the province;
- Provide support and advice to Council on policies, programs, new initiatives and fiscal matters;
- Assist Council in the preparation and execution of short and long-term strategies for economic growth and development;
- Act as an effective liaison between the Council, staff and the community;
- Maintain strong community partnerships with citizens, local business, industry, other municipalities, government and non-governmental organizations, while playing a key role in promoting and building the community;
- Provide sound financial planning, budgeting and management to Council, including consistent and accurate reporting;
- Create and revisit policies, procedures and processes, maintaining orderly and efficient documentation;
- Develop and implement municipal by-laws, contracts or agreements as directed by Council;
- Ensure operational effectiveness for each municipal department and manage expenditures;
- Supervise and assume general responsibility for all real estate matters;
- Provide supportive leadership and direction to staff and management, fostering an approach focused on collaboration, effective communication, mentorship and development;
- Resolve issues that may arise in a timely manner and ensure superior service to citizens.

Selection Criteria

- Post-Secondary degree in Public Administration, Business Administration, Commerce or related discipline;
- Completion of the Manitoba Municipal Administrators Certificate Program or other similar training is an asset;
- Minimum of 10 years of progressively responsible roles in a public and/or private organization;
- Track record of a minimum of 5 years of leadership experience in a municipal or comparable multifaceted organization;
- Strong understanding of strategic planning, finance, risk mitigation, human resource management and operations;
- Proven ability for building and leading high performance teams and empowering staff in the delivery of superior services;
- Excellent public relations, interpersonal and communication skills;
- Exceptional relationship building skills and ability to establish credibility and trust at ease with a diverse group of people;
- Superior written and spoken communication skills, coupled with the ability to negotiate, influence and promote;
- Demonstrated political acumen, visionary leader and solid decision maker with a high level of ethics, values and integrity;
- Understanding of the grant and government funding process is an asset;
- Bilingual (English and French) communication ability is an asset.

To apply to this opportunity, please send an updated resume and cover letter quoting project #30109 to jen@harrisleadership.com