

EMPLOYMENT OPPORTUNITY

CHIEF ADMINISTRATIVE OFFICER

The Council of the Rural Municipality of Pipestone is seeking an individual that 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:

Direct the general administrative affairs of the Municipality and perform all duties and responsibilities in accordance with 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 \$13.6 million.
- Develop positive relationships and maintain open communication with all stakeholders and constituencies of interest to the Municipality.

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

The Rural Municipality of Pipestone has a population of 1422 and features the communities of Reston, Sinclair, Cromer and Pipestone. Agriculture and oil provide a strong economic base. The developed recreation facilities, businesses, and housing make the municipality a desirable place to live.

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 hpipestone@rmofpipestone.com.

The selection committee intends to review applications as received and interview as early as March 10th, 2025, with applications continuing 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. Disability accommodations available upon request.