



Chief Administrative Officer – Rural Municipality of Springfield

The Rural Municipality of Springfield is seeking qualified and interested applicants to fill the role of Chief Administrative Officer in one of Manitoba's fastest growing rural municipalities.

Established in 1873, the Rural Municipality of Springfield is Manitoba's oldest rural municipality. It has a population of approximately 15,000 residents and a \$16 million annual budget. It encompasses an area just North of the TransCanada Highway and East of the City of Winnipeg. It includes the communities of Oakbank, Dugald, Anola, Hazelridge, Cooks Creek and Prairie Grove.

Your impact on the municipality will be significant in several ways:

- Administration: You will lead the preparation and provide support for council meetings; ensure by-laws and resolutions are in place and up to date; recommend new initiatives to council; and oversee the implementation of council policies by responsible departments.
- Financial Management: You will direct the preparation of the annual financial plan, including the general operating budget, the capital budget and the five-year capital plan and will establish appropriate financial controls. You will oversee the entire taxation process, including the collection of overdue accounts and the tax sale process.
- Human Resource Management: You will recruit and develop all municipal management employees, and develop a plan to attract and retain employees.

You must have demonstrated management and leadership experience, superior communication skills, both written and verbal, experience maintaining an effective working relationship with staff and the public, and a strong understanding of the Manitoba Municipal Act. A degree in Public Administration or equivalent training combined with at least five years experience in a senior administration or management role, preferably in municipal government would be an asset.

Salary starts at \$95,000.00; qualified candidate can expect a salary and benefits package that reflects their level of experience.

For a copy of the in-depth job description, please visit www.rmofspringfield.ca.

Please forward your resume, in confidence, along with salary expectations and references no later than 4:30 p.m., Friday, February 24, 2012, referencing "CAO Position" to:

RM of Springfield
Box 219
Oakbank, Manitoba R0E 1J0
Attention: Colleen Draper, Assistant CAO
Phone: (204) 444-3321 Fax: (204) 444-2137
or email cdraper@rmofspringfield.ca

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