

## **Chief Administrative Officer (CAO), Village of Craven**

*The Village of Craven (population 266) is a vibrant community located along Highway 20 in the serene Qu'Appelle Valley just 38 km from Regina. The community offers a post office, store, service station, skating rink, community hall, 2 hotels, bar, restaurant, SGI agent, hair dresser and art store. Students are bussed to the nearby community of Lumsden,*

The Village of Craven is currently accepting applications for the position of **Chief Administrative Officer**.

The CAO will be responsible for all operations of the Village in accordance with the policies and bylaws established by Council and The Municipalities Act.

Responsibilities include, but are not limited to, preparing and maintaining assessment and tax rolls, preparing utility billings and managing utility accounts, knowledge of Municipal Election procedures and Legislation, preparing and adhering to the annual budget and attending to the day-to-day operations of the Village.

The successful candidate is preferred to possess the following qualifications:

- Proficiency in municipal accounting, municipal laws, human resources, payroll, asset management.
- Experience with MuniSoft Software, Microsoft Word, Excel and Outlook.
- The ability to work in a team environment as well as independently.
- Excellent communication, organizational, management and human relations skills.
- Ability to effectively handle correspondence, both written and verbally.
- Experience with Local Authority Freedom of Information and Privacy Legislation is considered an asset.
- Discretion with matters pertaining to confidentiality is a must.
- Ability to organize and prioritize work, and meet deadlines while maintaining a high degree of accuracy.
- Ability to interpret policies, bylaws, and legislation appropriately when responding to situations or requests.
- Must be bondable.

A Standard "Level C" Urban Certificate in Local Government Authority is preferred however those who have successfully completed the Local Government Authority Program and/or have experience in Municipal government will be considered.

This is full time position consisting of 30 hours per week, Monday to Friday 9 am to 3 pm. Salary will be reflective of individual experience and education. Benefits include: health, dental, vision, short and long-term disability and Municipal Employees Pension Plan (MEPP).

Please submit a cover letter, resume with three employment references, salary expectation, applicable certifications, and a current criminal record check to:

Village of Craven  
Box 30  
Craven, SK. S0G 0W0  
[villageofcraven@sasktel.net](mailto:villageofcraven@sasktel.net)

Applications will be accepted until August 7<sup>th</sup>, 2023. Position to begin October 1, 2023.

*The Village of Craven thanks all applicants for their interest; however, only those candidates selected for further consideration will be contacted.*