



TOWN OF LYNN LAKE CHIEF ADMINISTRATIVE OFFICER

The Town of Lynn Lake invites written applications for the position of **Chief Administrative Officer**.

The Town of Lynn Lake is located approximately 1076 km northwest of Winnipeg. This community is nestled between beautiful boreal forest and countless pristine lakes. Once a flourishing mining town, tourism is now the area's major economic development. Amenities within the community include West Lynn Heights School with levels K to Senior 4, Lynn Lake Hospital and Clinic, RCMP Headquarters and the Regional Conservation Office.

Under the direction of Council, the CAO is responsible for the overall management of town operations including: administration, supervision of staff, Senior Election Official duties, providing updates and recommendations to Council and executing plans and programs in accordance with Council's guidelines and relevant policies

Qualifications:

- Graduate of the Manitoba Certificate Program for Municipal Administration preferred
- 3-5 years of direct experience in municipal administration as a Municipal Administrator or Senior Manager
- Strong computer skills, knowledge of the USTI Asyst program considered an asset
- Ability to communicate effectively with the public, employees both unionized and non-unionized as well as external stakeholders
- In-depth knowledge of municipal operations, administration, financials including PSAB requirements
- Knowledge of Municipal and other Provincial/Federal Legislation

Salary & Compensation:

- Salary is dependent upon qualifications and experience.
- An attractive benefit package is also provided
- Housing is available

General Responsibilities

Administration:

The CAO is the administrative head of the municipality and is responsible for overall administration including:

- Meetings of Council – preparing and organizing all meeting and public hearing agendas; recording the minutes of all municipal regular meetings, special meetings and public hearings; and providing council with sound advice on all aspects of municipal governance and legislative requirements.
- By-laws – ensuring all required by-laws and resolutions are in-place and up-to-date; preparing resolutions and by-laws for the municipality, including the by-laws that require Ministerial, Public Utility Board, or Municipal Board approval (i.e. borrowing by-laws, local improvement and special service levy by-laws; public utility rate by-laws); ensuring the municipality's procedural and organizational by-laws are in place and up-to-date.
- The CAO is responsible for administration, financial management, and human resource management.
- Implementing council priorities – ensuring the policies, programs and services of the municipality are implemented; monitoring, evaluating and reporting back to council on the policies, programs and services of the municipality; and answering all public requests, inquiries and / or complaints, and ensuring a high standard of customer service.

Financial Management:

Sound financial management is critical to the successful operation of the municipality. The duties of the CAO in this regard are far reaching, including:

- Preparing the annual financial plan – presenting options for the annual financial plan for council's consideration, including the general operating budget, the capital budget, and the five-year capital expenditure plan.
- Monitoring the financial plan – reviewing the monthly/annual financial statements, and cash flow projections as required.
- Controlling – oversight of and capability to perform the day-to-day accounting of the corporation (i.e. the accounts payable, accounts receivable, tax collections, payroll, monthly bank reconciliations and investments). This also includes ensuring that accurate records and books are kept of all of the financial affairs of the municipality, and making adjustments, as required, to the municipality's financial plan.
- Reporting – providing council with up-to-date financial information on a regular and timely basis, ensuring that exceptions and issues are clearly identified, providing the Province with financial information and reports as required by legislation, working with the auditors when they are conducting the annual financial audit of the municipality and providing financial information to the public as required.

- Taxation process – administering the entire taxation process, including the annual Board of Revision hearing, collection of taxes and management of overdue accounts, and the sale of properties in arrears of taxes through the tax sale process.

Human Resource Management:

The CAO is responsible for the management and supervision of the employees of the municipality. Specific duties include:

- Recruitment and development of employees – including hiring, training, evaluating, promoting and dismissing employees.
- Conducting union negotiations with Council.
- Developing a human resource recruitment / retention plan.

Additional CAO Duties:

- Oversight of any municipal programs and services.
- Project Implementation and oversight.
- Other duties as assigned by council.

For more information or to apply for this position, please contact:

Town of Lynn Lake
Phone: 204-356-2418
Email: info@lynnlake.ca

Position will be open until filled.