

City of Meadow Lake

City Manager

Full-time, Permanent



This role is responsible for the overall operations of the municipality, the City of Meadow Lake. The City Manager implements and oversees policies crafted by City Council, ensuring operations are maintained and handled efficiently. The City Manager provides leadership to city employees and implements priorities to meet objectives identified in the council's vision for Meadow Lake.

The following is a summary of the full list of duties and qualifications. The complete job description is available upon request at exec@meadowlake.ca.

Duties:

- Acts as the liaison between City Council and City Employees
- Collaborates with City Council to set strategic targets
- Trains, leads and directs the management team
- Serves as a lead role in labour negotiations and oversees the administration of human resource files/records.
- Oversees operations and advises Council on city matters.
- Assists in the development of the City budget and emergency plans.
- Negotiates and processes land transactions.
- Manages public concerns and attends Council meetings.
- Enforces bylaws and policies.
- Makes recommendations to Council on City bylaws, policies and programs.
- Maintains positive relationships.
- Other duties as assigned.

Required Qualifications

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Education & Certifications

- High school diploma or equivalent
- Completed post-secondary education in any capacity, with preference given to those with a Certificate in Local Government Authority, Finance or Commerce

Experience

- Minimum 3 years in a leadership role.
- Prior experience working with the public.
- Supervisory experience in a unionized environment.

Knowledge, Skills & Abilities

- Strong public speaking and communication skills.
- Well versed in municipal topics/issues.
- Effective team leadership and time management.
- Proficient in negotiation and stress management.
- Efficient problem solving and conflict resolution skills.
- Able to maintain professional composure in stressful or emotional situations.
- Maintains confidentiality.
- Familiar with social media platforms and is technologically astute.

Character Traits

- A strategic thinker with the ability to execute
- Diplomatic and politically astute

Advanced Qualifications

(Possession of these qualifications will be considered an asset)

Experience

- Prior municipal administration experience is an asset

Hours:

- 8:30AM-4:30PM, Monday-Friday.

Wage:

- Compensation is competitive and negotiable in keeping with experience, knowledge, and abilities. A comprehensive benefits package is provided.

Application Instructions:

Please submit your resume and cover letter to the attention of Meadow Lake City Council. Resumes are to be submitted via email to exec@meadowlake.ca with the job title in the subject line.

We thank all applicants for their interest, however, only candidates who are selected for an interview will be contacted.

Application Deadline: August 11, 2024