



Chief Administrative Officer

The City of Swift Current

Swift Current is a dynamic City of approximately 17,000 people situated along the Trans Canada Highway. It is the largest municipality in the southwest region and the 6th largest in the province. The community is home to a vibrant and diversified business core, excellent healthcare (Cypress Regional Hospital), police and emergency services that contribute to healthy and safe living standards. They have developed a keen sense of community through recreation and sport.

There are large greenspaces with an array of parks, golf courses, aquatics, and other year-round sporting activities. The city is regional host to concerts, art shows, sporting events and festivals. They are also home to two school divisions providing exceptional elementary and secondary education. They also benefit from post secondary education available at Great Plains College. People feel safe there and know they can enjoy the friendly small-town atmosphere within a thriving urban setting. The cities values are based on the principles of integrity, the value of leadership, unity, responsibility, and play. They are proud to provide quality municipal experiences that are inclusive and welcoming to all. Through continuous improvement and innovation their mission is to enhance services, while fostering community well being, prosperity, and value.

The Opportunity

Due to circumstances beyond control they are currently seeking a highly skilled and experienced individual, for the position of Chief Administrative Officer, (CAO) who will be responsible for strategic leadership and efficient delivery of all municipal administrative and operational services. As the key advisor to Council, the CAO works closely with elected officials to develop and implement operational plans, coordinate services that align to and support strategic priorities., recommend policies, plans and programs, ensure fiscal responsibility, enhance growth and development, work to ensure effective utilization of resources and adhere to the strategic plan.

You will lead a diverse senior leadership team, working in a complex multi-unionized environment, guide and inspire the workforce, foster a workplace culture focussing on service excellence, innovation and teamwork while positioning the Cit of Swift Current as an employer of choice.

Leadership Traits and Competencies

(More information is available in the job description, but candidates should be aware that the relevant experience and skills that would help them perform at a high level should include the following:)

Experience as a senior municipal leader with a history of building strong relationships, delivering results and accomplishments. Experience in labour relations, collective bargaining, and conflict management within a union environment. Exceptional communication skills, political and financial acumen, emotional intelligence, creativity, and innovation. The ability to interact tactfully with diverse interest holders.

Proven skills in building partnerships, offering collaborative leadership, and delegating authority and responsibility. Ability to communicate effectively and encourage feedback. High ethical and moral standards with the ability to operate transparently and with accountability. Exceptional critical and strategic thinking. Excellent decision-making abilities in diverse settings and high impact situations. Empower staff and focus on team development while inspiring employees to continually focus on service excellence.

Qualifications

A bachelor's degree in a field relevant to municipal service delivery, such as public administration or business administration. Excellent computer skills using MS Office Suite including Outlook, Excel, Word, PowerPoint, Teams, SharePoint, and the Internet. Ten (10) years of progressive municipal responsibility, including personnel management in a unionized setting, and high-level experience managing the operations and functions of a local government. Educational qualifications and practical experience can both be considered. Excellent communication, leadership, analytical, coaching, time management, strategic planning, and management skills.

Demonstrated knowledge of the Cities Act, Saskatchewan Labour Standards and related statutes, applicable legislation and current standards and policy. Leadership training in management, public or business administration is an asset. Local Government Authority Certificate considered an asset. Ability to possess class valid Saskatchewan driver's license and access to a reliable vehicle.

Completion of Respect Group Training and an acceptable Criminal Record Check required upon hire.

The City of Swift Current offers a competitive salary and benefits package.

Submit a cover letter and detailed resume to Matt Noble, Ravenhill - Smith Search Inc. mattravenhillgroup.com

Requests/Questions should be directed to:

Matt Noble, Team Leader, Ravenhill Group Inc.
1-888-447-5910 #709
1-250-941-9066 or 1-236-655-2365

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