White City
Town of White City
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Town Manager

Job Posting — Full-Time, Permanent

Position Summary

The Town Manager is the senior administrative leader of the municipality and is responsible for the overall management and operation of the organization in accordance with the policies, bylaws, strategic direction, and objectives established by Council. The Town Manager serves as the principal advisor to Council and ensures the effective delivery of municipal services, sound financial management, organizational leadership, legislative compliance, and strategic planning. The Town Manager reports directly to Council and acts as the primary link between Council and municipal administration.

Location

White City Municipal Office

Start Date

Negotiable

Application Submission

This competition is open until January 8, 2027. Qualified candidates are invited to submit an application package to townmanagercompetition@whitecity.ca, including:

- A cover letter outlining their interest and suitability for the position;
- An up-to-date resume detailing relevant education, qualifications and experience; and
- Salary expectations.

About the Town of White City

The Town of White City began in 1959 as a small hamlet founded by people who believed in building something better. More than six decades later, that spirit of ambition continues to define us. Today, White City is a growing town of approximately 4,000 residents located 10 minutes east of Regina along Highway 1. As one of the fastest-growing communities in the province, we offer the best of both worlds: modern amenities and services with the space and pace of small-town living. Surrounded by open prairie landscapes, White City is a vibrant, welcoming and active community where everyone can thrive.

Key Responsibilities

Council Support and Governance

- Advise Mayor and Council on governance, legislation, regulations, policies, strategic initiatives, and municipal operations.
- Implement and administer Council-approved bylaws, policies, resolutions, and strategic plans.
- Attend all regular and special Council meetings and provide professional recommendations and reports.
- Ensure Council receives accurate, timely, and objective information to support informed decision-making.
- Maintain effective relationships between Council, administration, residents, businesses, and external stakeholders.
- Support Council strategic planning initiatives and organizational goal setting.

Strategic Leadership

- Lead the development and implementation of the municipality's strategic plan.
- Identify emerging opportunities, risks, legislative changes, and community needs.
- Foster innovation, continuous improvement, and organizational effectiveness.
- Develop long-term plans for growth, infrastructure, service delivery, and sustainability.
- Promote a positive organizational culture focused on accountability, collaboration, and excellent customer service.

Financial Management

- Direct the preparation and administration of annual operating and capital budgets.
- Provide financial forecasts, budget recommendations, and long-term financial planning.
- Ensure responsible stewardship of municipal assets and public funds.
- Monitor revenues, expenditures, reserves, debt management, investments, and financial performance.
- Oversee annual audits and ensure compliance with financial reporting requirements.
- Pursue grants, funding opportunities, and partnerships to support municipal priorities.

Organizational Leadership and Human Resources

- Provide leadership and direction to all municipal departments and staff.
- Recruit, develop, evaluate, and support department leaders and employees.
- Establish performance expectations and accountability measures.
- Lead succession planning, workforce development, and employee engagement initiatives.
- Administer human resource policies, collective agreements (where applicable), compensation systems, and workplace investigations.
- Ensure a safe, respectful, and legally compliant workplace.

Municipal Operations

- Oversee the effective delivery of municipal services including:
  - Business Operations
  - Finance
  - Public Works and Utilities
  - Planning and Development
  - Parks, Recreation, and Culture
  - Protective Services
- Ensure municipal programs and services are delivered efficiently and effectively.
- Monitor organizational performance and service levels.
- Ensure emergency management and business continuity plans are maintained and exercised.

Legislative and Regulatory Compliance

- Ensure municipal operations comply with:
  - The Municipalities Act
  - Saskatchewan municipal regulations
  - Occupational Health and Safety legislation
  - Freedom of Information and Protection of Privacy legislation
  - Employment legislation
  - Environmental regulations
  - Other applicable provincial and federal requirements
- Ensure corporate records are properly maintained.
- Oversee risk management and corporate compliance programs.

Community and Stakeholder Relations

- Serve as the primary administrative representative of the municipality.
- Build effective relationships with:
  - Residents
  - Businesses
  - Developers
  - Government agencies
  - Regional partners
  - Community organizations
- Represent the municipality at meetings, events, conferences, and intergovernmental forums.
- Facilitate public engagement and communications initiatives.

Authority

The Town Manager has authority delegated by Council through bylaws, policies, and resolutions to:

- Direct and supervise municipal administration.
- Allocate resources within approved budgets.
- Establish administrative procedures.
- Hire, discipline, evaluate, and terminate employees in accordance with municipal policy.
- Execute operational decisions necessary for efficient municipal administration.

Qualifications

Education

- Bachelor's Degree in Public Administration, Business Administration, Commerce, Finance, Political Science, Engineering, Planning, or a related field.
- Master's Degree in Public Administration (MPA), Business Administration (MBA), or a related field is considered an asset.

Professional Designations (Preferred)

- Local Government Administration Certificate.
- Certified Local Government Manager (CLGM).
- Chartered Professional Accountant (CPA) designation is considered an asset.
- Municipal leadership certifications are considered assets.

Experience

- Minimum 7 to 10 years of progressively responsible leadership experience.
- Significant experience in municipal government, public sector administration, or a comparable complex organization.
- Demonstrated success in:
    - Strategic planning
    - Financial management
    - Governance support
    - Organizational leadership
    - Infrastructure planning
    - Community engagement

Knowledge, Skills and Abilities

- Strong understanding of municipal governance and legislation.
- Advanced financial and budget management skills.
- Exceptional leadership and people management abilities.
- Strategic and long-term planning capability.
- Political acuity and diplomacy.
- Strong negotiation and conflict resolution skills.
- Ability to build collaborative relationships with elected officials, staff, and stakeholders.
- Excellent verbal, written, and presentation skills.
- Sound judgment and ethical decision-making.

Core Competencies

- Leadership and Accountability
- Strategic Thinking
- Financial Stewardship
- Governance and Political Acumen
- Communication and Relationship Building
- Team Development
- Customer Service Excellence
- Risk Management
- Integrity and Professionalism
- Innovation and Continuous Improvement

Performance Measures

The Town Manager's performance may be evaluated based on:

- Achievement of Council strategic priorities.
- Budget performance and financial sustainability.
- Organizational effectiveness and service delivery outcomes.
- Legislative and policy compliance.
- Employee engagement and organizational culture.
- Community satisfaction and stakeholder relationships.
- Infrastructure and asset management outcomes.
- Completion of key projects and initiatives.