

Chief Administrative Officer (CAO) – Town of Foam Lake

The Town of Foam Lake, located on Highway 16 in East Central Saskatchewan, is seeking a qualified Chief Administrative Officer (CAO).

The CAO reporting directly to the Mayor and Council will be responsible for the administration of all operations of the Town in accordance with the policies established by Council and The Municipalities Act and Regulations.

Applicants require a minimum of an Urban Standard or Class "C" Certificate in Local Government Administration and preference will be given to those having experience in municipal administration and knowledge of Munisoft computer software. Excellent communication, critical thinking, leadership, public relations, time management and advanced computer applications skills, as well as being able to work under strict timelines are essential. It is expected that the CAO will reside in the Town of Foam Lake.

The town offers a competitive salary and benefit package, salary range is dependent upon experience and qualifications. A job description may be requested by contacting the Town Office at 306-272-3359.

Interested candidates are invited to submit a detailed resume outlining education, qualifications, experience, references and salary expectations. A current criminal records check must accompany your application. Education transcripts, diplomas and/or certificates may be requested.

Town of Foam Lake
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Phone: 306-272-3359

Fax: 306-272-3738

E-mail: foamlaketown@sasktel.net

Website: www.foamlake.com

We thank all applicants for their interest; however only those requested for interviews will be contacted.