**Job Advertisement: Chief Administrative Officer (CAO)**

The Town of Ituna is currently accepting applications for the position of Chief Administrative Officer (CAO). The CAO will provide exceptional organizational leadership to municipal staff and be directly accountable to Council for the overall administration of the Municipality, ensuring the efficient utilization of financial and administrative resources.

**Key Responsibilities:**

- Provide leadership and guidance to municipal staff, fostering a positive and productive work environment

- Ensure effective administration and management of all municipal operations, from finance and budgeting to infrastructure and planning

- Demonstrate sound decision-making abilities, ensuring integrity and ethical practices in all aspects of work

- Possess a thorough understanding of municipal legislation, policies, and procedures to guide effective governance and compliance

- Conduct financial planning and asset management activities, ensuring responsible stewardship of resources

**Qualifications:**

- Possess a valid Certificate in Local Government Authority (LGA) or exhibit a strong commitment to pursuing LGA certification

- Proficiency in MuniSoft software, including Tax Roll, Accounts Receivable, General Ledger, Accounts Payable, Paymate Acclaim, and Bank Reconciliation programs

- Exceptional communication, management, organizational, and interpersonal skills to facilitate effective teamwork and relationship-building

- Proven experience in financial planning, budgeting, and asset management within a municipal context

The Town of Ituna offers a highly competitive salary commensurate with qualifications and experience, along with a comprehensive benefits package, including extended health and dental benefits, short-term disability, and long-term disability coverage.

Interested candidates are invited to submit their resume, a detailed summary of relevant skills and experience, and a recent Criminal Record check to the Town Office by November 21st, 2023. Applications can be submitted by mail, in person, or via email using the following contact details:

Town of Ituna

Box 580

7 – 1st Avenue NE

Ituna, SK

S0A 1N0

Phone: 306-795-2272

Email: [admin.townofituna@sasktel.net](mailto:admin.townofituna@sasktel.net)