

Chief Administrative Officer (CAO)

JOB OPPORTUNITY

Location: Dalmeny, SK

Position: Full-Time, Permanent

Posting Dates: Opens- July 3, 2026. Closes- August 3, 2026



The Community

Located just minutes Northwest of Saskatoon, the Town of Dalmeny is a growing, engaged, and forward-looking community that blends small-town character with convenient access to urban amenities. Our growing community is known for its strong civic pride, engaged residents, and commitment to thoughtful growth and high-quality services. Over 1800 residents enjoy the benefits of a welcoming, inclusive, and family-oriented community. Located just 10 minutes from the City of Martensville, and 14 minutes to the City of Warman, and 20 minutes from the City of Saskatoon, the Town of Dalmeny is a wonderful place to live and is an easy commute.

To learn more about Dalmeny, visit: <https://dalmeny.ca/p/community-glimpse>

The Opportunity

With the upcoming retirement of its current CAO, the Town of Dalmeny is seeking a collaborative, strategic, forward-thinking, and community-minded leader to serve as its next Chief Administrative Officer (CAO). As Chief Administrative Officer, you will fulfill a vital role in providing leadership, overseeing high-quality services, advancing priorities, and supporting a vibrant and sustainable community. As the senior administrative leader for the Town, the CAO plays a key role in implementing Council's vision while ensuring effective municipal operations, financial stewardship, and organizational excellence. This is an opportunity to make a meaningful and visible impact in a community that values leadership, innovation, quality of life, and service.

The Organization

The Town of Dalmeny is a broad-service municipal organization with approximately 35 employees, dedicated to delivering essential services and enhancing quality of life for residents. Guided by an engaged Council and supported by a talented and committed workforce, the organization values accountability, innovation, collaboration, and service excellence. The Town is focused on building a positive workplace culture, strengthening organizational capacity, and positioning itself to meet the opportunities and challenges of a growing community.

The Ideal Candidate

The ideal candidate is a confident, values-driven, municipal leader who can translate Council's direction into action while providing sound advice, strong governance support, and steady organizational leadership. This individual will bring the political acumen to work effectively within the Council-administration relationship, the operational discipline to lead a complex organization, and the vision to help position Dalmeny for long-term growth and success. They will be action-oriented, solutions-focused, and capable of building strong relationships with Council, staff, community partners, businesses, and regional stakeholders. Municipal government experience is preferred; however, Council recognizes that leadership experience gained in other sectors may provide valuable and transferable skills. Candidates without direct municipal experience must demonstrate an understanding of public-sector governance, legislative frameworks, the unique role of a Chief Administrative Officer, and a willingness to obtain additional courses (if required).

KEY RESPONSIBILITIES

Leadership

- Foster a positive, collaborative, high-performing organizational culture
- Provide strategic leadership and direction for all municipal operations and services
- Operationalize the Town of Dalmeny's 2025-2031 Strategic Plan
- Ensure municipal operations support council's priorities
- Model the organization's values, ethics, and expected behaviors
- Lead organizational change and continuous improvement initiatives
- Promote innovation, adaptability, and resilience
- Conduct business ethically, professionally, and with integrity
- Establish and maintain positive relationships
- Champion, practice and promote workplace health and safety and community safety

Governance

- Advise Council on municipal affairs, governance matters, legislative requirements, and strategic priorities
- Implement Council policies, resolutions, and strategic priorities in a professional and non-partisan manner
- Provide objective, evidence-based recommendations to Council
- Ensure decisions of the Town Council are implemented effectively
- Prepare agendas, reports, and supporting materials for Council and committee meetings
- Ensure compliance with all applicable legislation, regulations, bylaws, and policies

Organizational Excellence

- Lead organizational planning, performance management, and continuous improvement initiatives
- Oversee human resources, workplace policies, and staff development
- Foster an environment of accountability, respect, professionalism, safety, and continuous improvement

- Ensure municipal services are delivered efficiently, safely, and in alignment with community expectations
- Ensure the efficient delivery of programs and services
- Manage enterprise-wide risk and business continuity

Financial and Asset Management

- Ensure responsible financial management, budgeting, long-term planning, and asset management.
- Lead capital planning and asset management to support growth and infrastructure demands
- Provide strong oversight for all capital projects
- Ensure sound financial controls, reporting, and compliance
- Oversee grants, funding agreements, and external audits
- Ensure responsible management of public or Town resources
- Monitor financial performance and organizational sustainability

Community Development

- Identify and advance opportunities related to economic development, business attraction, housing, infrastructure, recreation, and community growth
- Support planning, servicing, and infrastructure expansion associated with new growth
- Manage consultants, contractors, and development-related agreements
- Represent the Town in discussions with developers, regional partners, and provincial agencies

Community & External Relations

- Act as a key public ambassador for the Town of Dalmeny
- Build strong relationships with residents, businesses, community organizations, industry, regional partners, and other levels of government
- Respond constructively to residents, stakeholders, and partners
- Responsibly manage sensitive issues and public communications
- Conduct business ethically, professionally, and with integrity
- Promote a favourable public image of the Town and the Town Office
- Engage actively in Town Office activities and in the Dalmeny community
- Manage sensitive issues and public communications

KEY COMPETENCIES

- Strong regional awareness and an understanding of the opportunities and challenges facing rural communities
- A hands-on, action-oriented leader who takes initiative, follows through on commitments, and moves Council priorities forward effectively
- The ability to provide clear, balanced, and unbiased advice and recommendations to Council while respecting Council's authority and implementing its decisions
- A leadership approach that embraces innovation while maintaining strong governance, sound administrative practice, and public trust

- A people-centered leadership style that promotes trust, clarity, development, and shared responsibility across the organization
- The ability to lead through complexity and change while maintaining organizational alignment, performance, and service excellence
- Passion for community and economic development, with the vision to help position Dalmeny for sustainable growth and opportunity

QUALIFICATIONS & EXPERIENCE

- Standard Certificate issued by the Urban Board of Examiners
- Post-secondary education in disciplines such as public administration, management, leadership, or human resource management is desirable
- Senior municipal leadership experience (CAO or Director-level preferred), or an equivalent combination from another similarly complex organization
- Strong understanding of Saskatchewan's Municipalities Act and municipal governance, and Council–Administration relationships
- Strong political acumen and the ability to build productive relationships with elected officials while maintaining professional objectivity and administrative neutrality
- Experience working effectively with elected officials, governing boards, or senior leadership teams
- Demonstrated management experience with government and people relations, negotiations, communications, and conflict resolution
- Experience with capital projects, public works, and infrastructure
- Strong experience in strategic, capital, and operational planning
- Deep financial, budgeting, and operational management experience
- Proven skills and knowledge of governance, legislation, policy development, and organizational accountability
- Practical knowledge and experience in computer systems for business applications
- Valid Saskatchewan Class 5 Driver's License

This is an opportunity to lead in a community that upholds strong community values and is ready for growth. Dalmeny offers the chance to make a lasting impact while working alongside an engaged Council, dedicated employees, and committed community partners.

The Town of Dalmeny offers a competitive compensation package, comprehensive benefits, and the opportunity to lead a talented organization in a community with a bright future.

How To Apply

Interested and qualified candidates are invited to submit a cover letter and resume outlining their experience and interest in the position via email to: Dalmeny CAO Personnel Committee CAOselection@dalmeny.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.