

## Position Description

**Title:** Deputy CAO

**Reports to:** Chief Administrative Officer

**Department:** Administration

**Date Developed/Revised:** January 2, 2026

**Wage Range:** \$65,624.00 – 91,707.20 (\$31.55– \$44.09)

**Preference:**

Post-secondary diploma, degree or 3-5 years of proven experience in any of the following: Community/Economic Development, Bylaw Enforcement, Business Administration, Urban Planning, Legal Services, Architectural Technology, Inspection Services, National Building Code.

**Qualifications and Requirements**

- Ability to multi-task
- Strong communication skills
- Strong organizational skills
- Efficient use of Microsoft Office
- Understanding of accounting terminology
- Experience with computerized accounting software and/or Munisoft Software
- Exceptional ability to assist customers (in person, in writing and on the phone)
- Ability to prioritize, schedule and accurately enter data
- Certificate in Office/Business Administration or;
- Equivalent as may be acceptable to UMAAS for the purposes of certification.
- Previous office experience of 3-5 years
- High level skill with email, social media and other computer programs such as Word, Excel, Power Point and Adobe PDF Pro.
- Valid Drivers License (Class 5)

**Duties included, but not limited to:**

- Supervising office staff
- Maintain the General Ledger, including preparing and entering Journal Entries;
- Oversee and maintain as needed the Utility Roll;
- Maintain Tax Roll via ledger entry as needed;
- Assist with SAMA maintenance list and Assessment Roll;
- Complete property title transfers;
- Submit school liability statements monthly;
- Submit LCT, PST reporting;
- Perform monthly bank reconciliations;
- Oversee payroll when necessary;
- Payroll balancing when necessary;
- Grant applications and required research;
- Bylaw and policy review and updating;
- Audit preparation

- Perform the duties of the CAO and fill in for the CAO, including as Acting CAO where required;
- Plan and Chair meetings, as may be required;
- Assist CAO & Directors with strategic planning projects;
- Audit and review administrative processes, policies, plans, and legislation to improve usability, efficiency, and effectiveness, and to support informed decision-making on new or expanded business, industry, and marketing initiatives;
- Assist with Staff Training and software implementation;
- Oversee records retention process and ensure Bylaw, Policy and Minute binders are up to date;
- Direct and prompt handling of all public requests, inquiries and complaints;
- OH&S investigations as required;
- Research and data search on topics requested by the CAO such as benefit packages, policy implementation, land agreements, unsafe and nuisance properties, etc;
- Provide reports as required by the CAO;
- Assist with year-end procedures as specified by accounting software;
- Assist with special projects such as Emergency Measures Plan, Human Resources, etc.;
- Other duties as otherwise directed by the CAO.

#### **Building Permits**

- Manage all permit and licensing reporting;
- Manage all residential, commercial building & development permits;
- Submit all invoices for inspection services and local permit fees;
- Work with building officials and community members to execute all permits from start to file close;
- Track assessment changes required for annual reporting to SAMA;
- Respond to correspondence, such as building inspector reports, unsightly properties, etc.

#### **Secondary priorities**

- Keep current and be able to interpret Federal and Provincial Statutes;
- Coordinate and organize tourism, marketing and promotions as needed;
- Assist with planning and host a series of workshops on various topics for non-profit community groups;
- Prepare, publish and distribute promotional material and other publications as approved by the CAO;
- Assist with front counter activities when necessary, this may include helping residents, preparing deposits, receipting and general cleaning;
- Complete month end procedures for property taxes, utilities and accounts receivable as needed
- Assist with subdivision applications;