

TOWN OF BIGGAR



NOTICE OF JOB VACANCY CHIEF ADMINISTRATIVE OFFICER

The town of Biggar is looking for a qualified individual to fill the position of Chief Administrative Officer. Reporting directly to Council the CAO is responsible for general town operations & activities. Interpreting legislation, bylaws and policies. Managing town finances including, budget, financial reports, taxes, etc. The CAO is the liaison between council, staff, & the public and is responsible for providing effective administrative leadership in a professional manner.

If you are:

- Able to work collaboratively with Council, CAO, staff, and external organizations
- Experienced with human resources and Union Agreements.
- Asset Management experience is preferred.
- Able to interpret legislation, bylaws, and policies.
- Able to organize and prioritize work while meeting strict deadlines and maintaining a high degree of accuracy

And Have

- Urban Standard Certificate in Local Government.
- Experience with municipal governance practices and working with the public.
- Extensive knowledge of generally accepted accounting principles.

We want to hear from you! Please send resumes to cao@townofbiggar.com. The application deadline is November 27, 2024. Only those asked for an interview will be contacted.