



Rural Municipality of LAKESHORE

CHIEF ADMINISTRATIVE OFFICER

The Rural Municipality of Lakeshore is inviting applications for the position of Chief Administrative Officer. The CAO is the administrative head of the municipality and is responsible for overall administration including but not limited to:

Council Meetings

Financial Management

Reporting

By-laws/Policies

Human Resource Management

Taxation

Strong communication, analytical, and leadership skills are just some of the requirements of the position. Desired candidates will have post secondary education in municipal administration or business administration or be willing to enroll in the University of Manitoba CMMA program.

Salary and benefits are dependant upon qualifications and experience.

Please submit a resume and cover letter along with three references. This position will remain open until a suitable candidate is hired.

We thank all who apply and advise that only those selected for further consideration will be contacted.

Rural Municipality of Lakeshore

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or

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