



De Salaberry

Municipality/Municipalité

January 20, 2025

Position to fill: Chief Administrative Officer

The Council of the Rural Municipality of De Salaberry seeks an individual who will bring strong leadership skills to the Chief Administrative Officer position.

The municipality is situated 30 minutes south of the City of Winnipeg and 30 minutes north of the United States border via Highway 59. Nestled in the heart of Southeastern Manitoba, the Rural Municipality of De Salaberry is blessed by the most fertile agricultural regions of Manitoba's Red River Valley to the west, the natural beauty of oak and poplar woodlands on the eastern escarpment and the scenic Rat River that slowly meanders northwards. The municipality holds the jewel of southeastern Manitoba in Lake St. Malo along with the St. Malo Provincial Park, one of the busiest Provincial Parks in Manitoba enjoyed by over 250,000 visitors every year.

Key responsibilities of the position include:

- Direct the general administrative affairs of the Municipality and perform all duties and responsibilities in accordance with The Municipal Act
- Recommend objectives, policies and programs to the Council and provide support and advice on new initiatives and fiscal matters
- Direct the implementation and monitor the progress of policies and programs approved by the Council
- Recruit and develop all municipal management and administration employees and develop a plan to attract and retain quality employees
- Provide responsible financial planning and management of a budget of \$8 million
- Develop positive relationships and maintain open communication with all stakeholders and constituencies of interest to the Municipality

Ideally, you will possess technical skills and experience in municipal administration, financial management and human resource management. Strong communication, analytical, and leadership skills are just some of the requirements for the position. Individuals with municipal leadership experience or executive candidates with a proven track record running multi-disciplinary private or public sector organizations are encouraged to apply. Candidates who have post-secondary education in a relevant discipline bring an educational advantage to the position.

The right candidate can expect a comprehensive salary and benefits package.

Individuals interested in this position should email a resume and cover letter to Reeve Darrel Curé, at cure@rmdesalaberry.mb.ca .

Applications will be accepted until the position is filled; however the screening of applicants will begin mid February, 2025.

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

Direct Applications to: cure@rmdesalaberry.mb.ca