



**STE. ANNE**  
MUNICIPALITY

## **Chief Administrative Officer**

The Council of the Rural Municipality of Ste. Anne, with the support of Way To Go Consulting Inc., is seeking an individual who will bring strong leadership skills to this position.

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 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 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 over \$7.5 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 of the position. Candidates who have post-secondary education in a relevant discipline bring an educational advantage to the position.

Located within 30 minutes of the City of Winnipeg, Ste. Anne is a Rural Municipality of 5,600 located in south-eastern Manitoba. The current population growth is 3% per year. Known as the Municipality where the Prairies meet the Canadian Shield, the R. M. of Ste Anne has a strong agriculture area, as well as a significant forested area providing recreation opportunities for all seasons.

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

Individuals interested in this position should email a resume and cover letter to Valorie Unrau, Way To Go Consulting Inc., at [valorie.unrau@waytogoconsultinginc.ca](mailto:valorie.unrau@waytogoconsultinginc.ca) .

The selection committee intends to review applications as early as November 4, 2024; however, applications may continue to be accepted until the right candidate is found.

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



*Available in alternative formats upon request*