

TWIN RIVERS CAO POSITION

The Twin Rivers District is inviting applications for the Chief Administrative Officer Position. The Twin Rivers District is a group of eight municipalities, 6 urban and 2 rural, located between Saskatoon and Prince Albert. The goal of Twin Rivers is to work together to achieve a better quality of service for our stakeholders. With this in mind the group is looking for a part time CAO to help in leading the group forward. The position will be a part time position, 30 hours/month.

Ideally, we would look for a candidate with the following;

- a. Experience in municipal administration
- b. Local Government Administration (LGA) Certification. We would also accept a candidate who would be willing to work towards their LGA.
- c. Available to work 30 hours/month
- d. Familiar with the TR region

Some of the work would include;

- a. Notifying Twin Rivers members of upcoming monthly meetings as well as creating the agenda and following up with the minutes from the regular Twin Rivers meetings.
- b. Notifying Twin Rivers members of upcoming annual Joint Rescue meeting as well as creating the agenda and following up with the minutes from the annual Joint Rescue meeting.
- c. Corresponding with outside agencies for the purpose of information at meetings or for information as needed by the Twin Rivers group.
- d. Complete data entry keeping accurate records for our Twin Rivers bylaw officer before handing the data over to the Town of Rosthern.
- e. Complete data entry keeping accurate records for our Twin Rivers Rescue group. As well will need to create an agenda, take minutes and set up a budget for the Twin Rivers Rescue group.
- f. Oversee current Twin Rivers projects as they arise for the group.
- g. Keeping an accurate log of time spent on specific work for the Twin Rivers group
- h. Spending time looking for and completing grant applications.
- i. Being the contact person and leading the District Board of appeals. (Each community will still select an elected representative as well)
- j. Completing research of information that is pertinent to the Twin Rivers group and the specific needs of the group. Research could include information as at how successful regionals move forward.

Because of the nature of the work we expect that the successful candidate may also have a second job. As a region we are looking for a person who would be able to spend time daily or at least a number of days/week to stay current with the work as opposed to working all 30 hours in a single week.

Remuneration is \$25/hour.

The closing date for applications for this position is **Monday, June 18, 2018**. Please email resumes to reg.pauls@waldheim.ca We look forward to hearing from interested candidates and thank all who apply but will only contact those who will be short listed.