



## R.M. of Rosedale

P.O. Box 100  
282 Hamilton Street  
Neepawa, Manitoba R0J 1H0  
204-476-5414  
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### **Chief Administrative Officer**

The Rural Municipality of Rosedale is seeking an individual with strong leadership skills to this position. The Rural Municipality of Rosedale located between Neepawa and Riding Mountain National Park and includes 7 communities located throughout the municipality. The office is located in the Town of Neepawa at 282 Hamilton Street. The population is approximately 1,524 residents and consists of mostly farmland. More information can be viewed at the web site at [rmrosedale.com](http://rmrosedale.com)

#### Qualifications/Duties/Responsibilities

- ✓ Prepares and presents the financial plans, as well as administering the entire municipal taxation process, including the collection of overdue accounts and the tax sale process.
- ✓ Provide professional advice to the Reeve & Council on policies, programs, new initiatives, & fiscal matters;
- ✓ Develop and implement by-laws, contracts or agreements as directed by Council;
- ✓ Assist Council in the preparation & execution of long-term strategies for Rosedale's growth & development;
- ✓ Provide leadership and direction to the other municipal employees to ensure excellent service to citizens;
- ✓ Play a key role in promoting and building the community including through support to community organizations;
- ✓ Build and maintain strong relationships with key organizations in the local and surrounding communities;
- ✓ Completion or willing to complete the Manitoba Municipal Administration Certificate;
- ✓ Ability to understand and interpret applicable Provincial and Federal legislation;
- ✓ Experience in planning, budgeting and reporting;
- ✓ Able to use various computer software programs efficiently, including Microsoft Excel and Word, experience with MuniSoft Municipal software considered an asset;
- ✓ Working knowledge of municipal procedures and accounting method; and
- ✓ Experience meeting with the public and the ability to explain policy and municipal procedures.

The right candidate can expect a salary and benefits package that reflects their level of experience in relation to this position.

Individuals interested in this position should send a resume and cover letter to the Rural Municipality of Rosedale, P.O. Box 100, Neepawa, MB. R0J1H0 (marked "confidential" CAO. position) or email [admin@rmrosedale.com](mailto:admin@rmrosedale.com)

**Applications will be accepted on an ongoing basis until the position is filled.**

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