



## **ASSISTANT CHIEF ADMINISTRATIVE OFFICER**

The Rural Municipality of Lakeshore invites applications for the position of Assistant Chief Administrative Officer. This is a full-time position with duties to commence as soon as possible.

The Rural Municipality of Lakeshore is located within Manitoba's scenic Parkland Region. Nestled between Riding Mountain National Park and Lake Manitoba, and along the shores of Lake Dauphin, this area is the perfect destination for outdoor adventure. With a population of 1,186, we have the villages of Ochre River and Rorketon within our boundaries as well as several beach communities located on the shores of Dauphin Lake and Lake Manitoba.

Under the direction of the CAO, the ACAO is responsible for the day-to-day operations in respect to overseeing finances, office staff, project implementation and delivery of services. We are a two-office municipality, and as such, some travel between the two may be required.

Candidates with the following credentials and skills will be given precedence:

- A minimum of 5 years of experience in a municipal office
- A CMMA designation or willingness to enroll in the program
- Strong financial and accounting knowledge including A/P, A/R and payroll
- Strong understanding of computers and Microsoft Office
- Strong communication and interpersonal skills with the ability to work independently but with a consultative, teamwork approach

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

Applications should be forwarded to the CAO in person or by email to [cao@rmoflakeshore.ca](mailto:cao@rmoflakeshore.ca) and will be accepted until noon, April 18, 2023.

Kevin Drewniak CMMA  
Chief Administrative Officer  
RM of Lakeshore