



Rural Municipality of Sherwood
Chief Administrative Officer (CAO)
Regina, SK

With a rural population of nearly 1,000, and an assessment of over \$1B, the Rural Municipality of Sherwood No. 159 (RM) surrounds the City of Regina and is well-situated in one of the richest farming pockets in Saskatchewan. With the Regina International Airport at its doorstep and the Trans-Canada Highway passing through its borders, the RM has all the major amenities and conveniences to continue to attract a booming commercial, industrial, and residential base. This includes industries ranging from farming, manufacturing, and transportation to tourism. Please visit our website for additional information (www.rmofsherwood.ca).

The Chief Administrative Officer (CAO) is the principal policy advisor to the Reeve and members of Council and is the sole employee of Council. He/she is the senior administrative leader in the organization, and will directly oversee three senior level employees (for a total of 14 FT, 1 PT and 7 Seasonal staff) and a combined budget of just under \$19M.

In addition, the CAO will also:

- Provide effective advice and support to the Reeve and Council in developing, implementing, and executing policies and strategies.
- Deliver solid leadership to the senior management team and staff of the RM.
- Promote opportunities to the public for public participation on civic issues.
- Ensure that RM staff are committed to providing the highest level of service to the general public and the business community through clear and transparent communication.

The successful candidate will possess the following:

- A post-secondary education, or a combination of relevant training and senior leadership experience.
- A demonstrated track record of strong leadership and direction with prior senior management experience preferably in a municipal setting.
- Excellent interpersonal skills, and the ability to work and communicate effectively with elected officials, government bureaucrats, business and industry leaders, and the general public.
- A thorough understanding of the financial and budgeting process.
- Appreciation of the legislative process and knowledge of the Saskatchewan Municipalities Act and related statutes would be an asset.
- Experience in strategic planning, organizational development and achieving results in building teams.
- Experience in implementing development plans, capital works and infrastructure improvement programs.

For further information please visit our website, or contact:

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