

Resort Village of Cochin
Chief Administrative Officer

About the Resort Village of Cochin

The Resort Village of Cochin is located 36 kilometres north of the Battlefords and is nestled between Murray Lake and Jackfish Lake. With a population of almost 2500 residents in the summer months, and about 150 in the winter months, the Resort Village of Cochin is a true summer vacation destination. Residents and visitors enjoy catching some sun on the beach, taking a refreshing swim in the lake, playing tennis or beach volleyball, visiting the playgrounds, and participating in water sports including boating, fishing, waterskiing and tubing. We also enjoy the most spectacular sunsets in the world!

Cochin has local amenities for families and vacationers and is a short distance from North Battleford where there is full access to shopping, entertainment and attractions, health and other services.

The Resort Village of Cochin is seeking a Chief Administrative Officer (CAO) to provide leadership in three distinct areas: governance, accounting and administration, and operations. The CAO works closely with Council to ensure the municipality's bylaws, policies and other directives are followed, ensures strong financial management and stewardship, and directs all operational and administration requirements to effectively serve the community.

About the Chief Administrative Officer (CAO)

Reporting to the Mayor and Council, the CAO will lead a small team of two full-time employees as well as seasonal and part-time employees, and provide oversight of a \$600K annual budget.

You enjoy working as part of a team and engaging with the community on a regular basis. You can develop effective working relationships with staff, elected officials, various levels of government, other municipalities, local residents and the general public.

Your understanding of public administration allows you to reference and interpret relevant legislation, bylaws and other directives of Council. Well versed with governance, you are able to develop Council agendas, record meeting minutes, provide guidance to Council on various issues and draft bylaws and other documents as directed by Council.

With strong financial management skills, you can develop budgets, monitor the municipality's performance against budget, ensure the municipality has appropriate and effective internal controls, and present financial statements.

Adept at organization, you are easily able to prioritize your responsibilities and lead the team to accomplish objectives. You have strong written and verbal communication skills and are proficient with MS Office and Munisoft.

To qualify for this position you will have a background in public administration and strong financial management capabilities. Preference will be given to candidates with a Certificate in Local Government Authority or Advanced Certificate in Local Government Authority and eligibility for membership with UMAAS. A suitable combination of education and experience along with the intent to pursue the required certification will be considered.

The position provides a market competitive salary, a comprehensive benefits package and pension plan, plus the opportunity to live and work in a sought-after vacation destination. Potential remote work/work from home options may be available for certain months of the year.

If you are interested in pursuing this opportunity, please forward your cover letter and resume to office@apexconsultants.ca. If you have any questions, please call Sherry at 306-380-0189.