



Town of Alameda
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EMPLOYMENT OPPORTUNITY

Position - CHIEF ADMINISTRATIVE OFFICER (CAO)

Town of Alameda, Saskatchewan

The Town of Alameda is seeking a motivated, organized and community-minded individual to join our team as Chief Administrative Officer (CAO).

Located in southeast Saskatchewan, Alameda is a welcoming community offering small-town living with access to recreation, services and the beautiful Alameda Dam.

The CAO is the senior administrative officer of the municipality and works directly with Mayor and Council to provide leadership and ensure the effective operation of the Town.

The Position

Reporting directly to Council, the CAO is responsible for the overall administration, financial management and day-to-day operations of the municipality in accordance with *The Municipalities Act*, other applicable legislation, and the policies and bylaws established by Council.

Responsibilities include, but are not limited to:

- Providing professional advice and administrative support to Mayor and Council;
- Preparing Council agendas, reports, minutes, bylaws, policies and correspondence;
- Implementing and administering the decisions and direction of Council;
- Municipal budgeting, financial reporting and year-end audit preparation;
- Accounts payable, accounts receivable, payroll and general accounting;
- Property taxation, tax enforcement and assessment administration;
- Utility billing and administration;
- Grant applications, agreements and reporting;
- Preparing and administering municipal elections;

- Maintaining municipal records and ensuring legislative requirements are met;
- Maintaining and updating the Town's website and online information;
- Working with municipal engineers, contractors, government agencies and other stakeholders;
- Assisting Council with long-term planning, infrastructure priorities and asset management;
- Providing professional and courteous service to residents and the public; and
- Performing the statutory duties of an administrator as required by Saskatchewan legislation.

The Ideal Candidate

The successful applicant will be an organized, dependable and approachable professional who is comfortable working independently while maintaining a positive working relationship with Council, employees and the community.

Preference will be given to applicants who possess:

- A valid Saskatchewan Urban Standard Certificate in Local Government Administration, or the qualifications and willingness to obtain the required certification;
- Municipal administration or local government experience;
- Knowledge of Saskatchewan municipal legislation and procedures;
- Experience with municipal budgeting, accounting and financial reporting;
- Experience with MuniSoft or similar municipal accounting software;
- Strong computer skills, including Microsoft Word, Excel, Outlook and general office technology;
- Excellent written and verbal communication skills;
- Strong organizational, time-management and problem-solving abilities;
- The ability to manage multiple priorities and meet legislated deadlines;
- Sound judgment and the ability to maintain a high degree of confidentiality; and
- A willingness to become involved in and learn about the community.
- Must be bondable

Municipal experience is an asset; however, applicants with strong administrative, accounting, management or related experience who are willing to obtain the necessary municipal certification are encouraged to apply.

What We Offer

The Town of Alameda offers:

- A permanent, full-time position;
- Salary in accordance with the UMAAS Salary Guideline, commensurate with qualifications and experience;
- Comprehensive benefits and pension package;

- Professional development and training opportunities; and
- The opportunity to play an important role in the continued success and development of a Saskatchewan community.

How to Apply

Interested applicants are invited to submit:

- A cover letter;
- Detailed resume;
- A minimum of three references;
- Copies of applicable municipal certification, if held; and
- Salary expectations.

Applications may be submitted by email to:

Town of Alameda

Email: townofalameda@sasktel.net

Subject: CAO Application

Applications will be accepted until 4:00 p.m. on September 30th, 2026. The job posting will remain open until a suitable candidate is found.

The Town of Alameda thanks all applicants for their interest. Only those selected for an interview will be contacted.

Come build your municipal career with the Town of Alameda and help shape the future of our community.