



Chief Administrative Officer – Full Time Permanent Position

The Council of the Municipality of WestLake-Gladstone is seeking an individual with strong leadership skills for the position of Chief Administrative Officer (CAO). This is a permanent full-time position.

WestLake-Gladstone is a large municipality with a population of 3,273, at the 2021 census. There are four communities of interest within the Municipality: Gladstone, Plumas, Westbourne and Langruth.

In addition to supporting the Head of Council and Council, the CAO also fosters a collaborative and service-oriented workplace culture by supporting and supervising staff across administration and public works departments.

The CAO is responsible for providing leadership for the general management and stewardship of the municipality. The CAO works cohesively with the elected officials and residents, community organizations and neighbouring municipalities to advance the priorities of Council.

Key responsibilities include:

- Direct general administrative affairs of the Municipality and perform all duties and responsibilities in accordance with the Municipal Act.
- Recommend objectives, policies and programs to Council and provide support and advice on new initiatives and fiscal matters.
- Direct the implementation and monitor progress of policies and programs approved by Council.
- Provide responsible financial planning and management of a budget over \$8.0 million. Prepare and monitor the annual financial plan including the general operating budget, capital budget, and the five-year capital plan. As well as administer the entire taxation process, including the collection of overdue accounts and the tax sale process. PSAB accounting reporting procedures and TCA reporting.
- Manage all human resource functions, including hiring, development, performance management, and team engagement.

While prior CAO experience is an asset, the Municipality welcomes applications from emerging leaders who bring strong municipal operations expertise, ambition, and the capacity to grow into the CAO role. As CAO, you will be a key partner to Council and the community in shaping the Municipality's future.

Preference may be given to applicants with five years practical experience in finance, human resources, or public administration as well as CMMA designation or similar or willingness to obtain these certifications in a timely manner.

The successful candidate can expect a comprehensive benefits package as well as a defined benefit pension plan – Municipal Employees Benefit Program (MEBP).

Wages will be determined based on experience, education, and skill level.

In confidence, applicants are encouraged to electronically submit their resume, a cover letter, three work-related references and salary expectations by 3:00pm on Monday November 3, 2025 to the following address:

Municipality of WestLake-Gladstone
Box 150
Gladstone, MB.
R0J 0T0
E-mail: assistantcao@westlake-gladstone.ca

For further information about this career opportunity, please feel free to contact the Municipality of WestLake-Gladstone at 204-385-2332

We thank all applicants for their interest; however, only those selected will be contacted for an interview.