



Job Posting: Deputy Chief Administrative Officer (Deputy CAO)

Location: District of Lakeland

Employment Type: Full Time Hours, Permanent

The District of Lakeland No. 521 is seeking a qualified and motivated **Deputy Chief Administrative Officer (Deputy CAO)** to join our administrative team. Reporting directly to the Chief Administrative Officer (CAO), this position provides key leadership support, ensures effective municipal operations, and assumes the duties of the CAO in their absence.

Key Responsibilities

The Deputy CAO will:

- Assist with municipal financial operations, including **budget preparation, mill rate setting, assessment roll maintenance, tax enforcement procedures, and year-end audit preparation.**
- Manage and maintain **capital asset registers, tax roll adjustments, road maintenance agreements, boat dock policy, and District website content.**
- Prepare reports, letters, agendas, and meeting packages; attend council meetings and record minutes when required.
- Assist with **grant applications, election procedures, and ISC interest registrations.**
- Support the organization of the Annual Information Meeting and contribute to ongoing municipal projects and policy initiatives.
- Provide professional, courteous responses to public, resident, and ratepayer inquiries.
- Participate in professional development opportunities, workshops, and training.

Qualifications

- Class “C” Certificate in Local Government Administration (or equivalent education and experience acceptable to Council).
 - *Note: Candidates not currently holding this certificate must obtain it within 3 years of hire.*
- Strong oral and written communication skills.
- Ability to work independently and collaboratively with Council, staff, and the public.
- Demonstrated responsible attitude, organizational skills, and attention to detail.
- Bondable.
- Commitment to ongoing professional growth.

Why Join Us?

The District of Lakeland No. 521 offers an opportunity to play a pivotal role in municipal leadership while working in a collaborative, community-focused environment. This position is ideal for someone seeking career growth in local government and the chance to make a meaningful contribution to the District.

How to Apply

Interested candidates are invited to submit a **cover letter and resume** outlining qualifications and relevant experience to:

Tracey McShannock

CAO

District of Lakeland No. 521

Email: cao@lakeland521.ca

In person: 48 Main St W, Christopher Lake SK S0J 0N0

Application Deadline: October 10, 2025

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