Chief Administrative Officer
Rural Municipality of Oakview

The Council of the Rural Municipality of Oakview is seeking an individual that will bring strong leadership skills to this position. If you are looking to make an impact with a progressive, dynamic Municipality, we are looking to hear from you.

Key responsibilities of the position include:

- Direct the 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 the progress of policies and programs approved by Council.
- Recruit and develop all municipal management and administration employees and develop a plan to attract and retain quality employees.
- Provide responsible financial planning and management of a budget of over $5.8 million.
- Develop positive relationships and maintain open communication with all stakeholders and constituencies of interest to the Municipality.

Ideally, you will possess technical skills and experience in municipal administration, financial management and human resource management. Strong communication, analytical and leadership skills are just some of the requirements of the position. Candidates who have post-secondary education in a relevant discipline bring an educational advantage to the position.

The Rural Municipality of Oakview has a population of 1630 and features the communities of Oak River, Cardale, Rapid City and Basswood. Agriculture provides a strong economic base with grain and mixed farming being the main industries. The developed infrastructure, roads, housing, and light industry make the municipality a desirable place to live for both those working in the area or commuting to larger centres.

The right candidate can expect a competative salary and benefits package.

Individuals interested in this position should send a resume and cover letter by email to Donna Anderson at financemgr@rmofoakview.ca.

The selection committee intends to review applications as early as December 15, 2026, however, applications may continue to be accepted until the right candidate is found.

We thank all who apply and advise that only those selected for further consideration will be contacted.