



EMPLOYMENT OPPORTUNITY

ASSISTANT CHIEF ADMINISTRATIVE OFFICER

The Rural Municipality of Lac du Bonnet is accepting applications for the full-time position of Assistant Chief Administrative Officer.

Work Location: 4187 PR 317, RM of Lac du Bonnet

Position Type: Permanent, non-unionized, 35 hours per week

The Rural Municipality of Lac du Bonnet is seeking a collaborative and forward-thinking leader to support the Chief Administrative Officer in overseeing municipal operations and advancing strategic priorities. This role works closely with Council, staff, residents and community partners to ensure effective service delivery, legislative compliance and successful implementation of Council initiatives.

Key Responsibilities

- Support day to day municipal operations in compliance with The Municipal Act and other legislation
- Assist with Council agendas, reports, bylaws, policies, contracts, and recommendations
- Implement Council resolutions, strategic initiatives and oversee special projects
- Support the preparation of annual financial budgets and financial management oversight
- Oversee municipal insurance, cybersecurity practices and information requests ensuring privacy compliance
- Provide leadership, mentorship, and support to staff, including recruitment and development
- Foster positive relationships with residents, community organizations, and government partners

Qualifications and Competencies

- Manitoba Municipal Administrators Certificate or post secondary education in public administration, business, commerce, or a related discipline required
- Minimum five years of municipal or public sector experience, including supervisory or management responsibilities
- Strong knowledge of municipal governance, The Municipal Act, and applicable legislation
- Demonstrated experience in financial management, budgeting, and analytical skills
- Excellent written, verbal and interpersonal communication skills
- Strong organizational, project management, and problem solving abilities
- Ability to collaborate effectively with elected officials, staff, and community stakeholders

Application Process

Interested candidates are invited to submit a cover letter and resume by **March 2, 2026 to:**
Deputy Chief Administrative Officer, RM of Lac du Bonnet
Email: deputy@lacdubonnet.com

Posting will remain open until a suitable candidate is found. Full job description is available at:
www.rmoflacdubonnet.com/p/employment-and-funding-opportunities-

The RM of Lac du Bonnet is an equal opportunity employer. Reasonable accommodations are available for applicants with disabilities. We thank all applicants for applying however only those being considered for an interview will be contacted.