



# Rural Municipality of Lac du Bonnet

## Assistant Chief Administrative Officer

### Job Description

<b>Job Title:</b>	Assistant Chief Administrative Officer	<b>Job Category:</b>	Management
<b>Department</b>	Municipal Office	<b>Date of last revision:</b>	February 2026
<b>Location:</b>	RM of Lac du Bonnet, Manitoba	<b>Position Type:</b>	Full time – 35 hours/week Out-of-Scope In-person
<b>Salary Range:</b>	\$76,000 - \$95,000	<b>Date Posted:</b>	February 19, 2026
<b>Reports To:</b>	Chief Administrative Officer	<b>Posting Expires:</b>	March 2, 2026 Posting will remain open until a suitable candidate is found
<b>Internal &amp; External Posting</b>	RM Website, social media, local newspaper, indeed, LinkedIn, AMM, MMAA, bulletin board		

### **JOB DESCRIPTON**

#### **POSITION SUMMARY**

The Assistant Chief Administrative Officer supports the Chief Administrative Officer in the overall leadership, planning, coordination, and administration of municipal operations. This role assumes responsibility in the absence of the CAO and works collaboratively with Council, staff, residents, and community partners to ensure efficient delivery of services, compliance with legislation, and execution of strategic priorities. This position contributes to municipal planning, finance, governance, human resource management, and community relations.

#### **JOB RESPONSIBILITIES**

##### **Corporation Administration and Leadership**

- Support the CAO in day-to-day administration and operations of the municipality in accordance with The Municipal Act and other applicable legislation
- Assist in the preparation of Council agendas, reports, recommendations, and briefing materials
- Support implementation of Council resolutions and strategic initiatives
- Act on behalf of the CAO when required, including attending Council meetings and representing the municipality at external events.



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- Coordinate and oversee special projects, including strategic initiatives, policy reviews and community programming.

#### **Financial Planning and Budgeting**

- Support preparation and administration of the annual operating and capital budgets
- Assist in financial planning, monitoring, reporting and grant applications
- Provide financial analysis and recommendations to the CAO and Council.

#### **Governance and Compliance**

- Ensure compliance with municipal bylaws, provincial statutes and administrative policies
- Assist in drafting bylaws, policies, contracts, agreements and official correspondence
- Oversee the municipality's insurance program, to ensure coverage is adequate and policies are administered by staff in accordance with direction
- Oversee IT and cybersecurity practices, ensuring staff implement appropriate measures and municipal systems are secure, resilient and aligned with operational needs.
- Work with departments to maintain accurate records and documentation
- Oversee the municipality's FIPPA program, managing access to information requests, ensuring privacy compliance, and maintaining records in accordance with provincial legislation

#### **Human Resources**

- Provide leadership, mentorship and training to staff, fostering a collaborative and service-oriented workplace
- Support recruitment, performance management, training and staff development
- Collaborate with senior leadership on succession planning and workplace planning
- Support workplace health and safety, labour relations and employee wellness initiatives

#### **Stakeholder Engagement**

- Build and maintain positive relationships with residents, community groups, municipal partners and other levels of government
- Respond to inquiries from the public, Council and external organizations
- Participate in community meetings, committees and public consultations

#### **Other Duties**



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- Perform other duties as assigned by the CAO
- Serve as a liaison between departments to support integrated service delivery

#### **QUALIFICATIONS**

##### **Education**

- Completion of the Manitoba Municipal Administrators Certificate (CMMA) or equivalent post-secondary education in public administration, business administration, commerce or related discipline is preferred.

##### **Experience**

- Minimum 5 years of progressive municipal or public sector administrative experience, including supervisory or management responsibilities and financial management
- Experience with municipal financial systems, planning software and administrative processes is an asset

##### **Knowledge and Skills**

- Strong understanding of municipal governance, The Municipal Act, provincial and federal legislation
- Sound financial literacy, budgeting and analytical skills
- Exceptional written and verbal communication skills
- Ability to work collaboratively with elected officials, staff and community stakeholders
- Effective problem solving, project management and organizational skills

#### **WORKING CONDITIONS**

- Standard office environment with regular business hours between 8:30 a.m. to 4:30 p.m.
- Some after-hours or weekend attendance at meetings and community events may be required
- Off-site travel may be required to attend meetings, training and events.
- Valid Class 5 Drivers License and personal vehicle are required. Mileage would be expensed.

Approved By:	CAO	Date:	February 13, 2026
Last Updated By:	DCAO	Date:	February 10, 2026