



Village of Marwayne
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Assistant Chief Administrative Officer Village of Marwayne

The Village of Marwayne has a career opportunity to an aspiring future Chief Administrative Officer of a municipality with high ratepayer satisfaction, low ratepayer demand, and long term fiscal viability. Conveniently located on Highway 897 between Highway 45 and Highway 16, the Village of Marwayne is home to over 500 residents and is located less than 50 kilometers from the urban centers of Lloydminster and Vermilion. For additional information on Marwayne, please visit our website at www.marwayne.ca

This new position in the administration of Marwayne's municipal government, offers a succession plan into the development as the next Chief Administrative Officer while initially providing for the fundamental understanding and administration of the day to day needs of operations.

Position Summary:

Taking direction from the Chief Administrative Officer, the Assistant CAO as the other member of the office staff is responsible for providing front line administrative services. The successful candidate will be able to capably perform duties in the role of Acting Chief Administrative Officer in the absence of the Chief Administrative Officer including signing authority on behalf of the Village of Marwayne relating to administrative, financial and legal matters.

Position Responsibilities:

General duties include being the front line personnel for ratepayers coming to the Village Office, calling, or emailing.

Financial duties include cash receipting, payroll, accounts payable, accounts receivable, monthly utility billing, monthly bank reconciliation, and adjusting journal entries in the general ledger.

Administrative duties include drafting letters on behalf of the Village, liaise with the FCSS service providers in the delivery of the Village's social services program, filing physical and digital documents, and the preparation and mailing of assessments, tax notices, and other municipal documentation.

The ideal candidate will possess:

1. A desire to be a municipal Chief Administrative Officer in the future.
2. The ability to mentor and train the next Assistant CAO once moving into the CAO role.
3. A high degree of personal initiative, organizational skills, integrity, professionalism and political sensitivity.
4. Exceptional interpersonal skills in dealing with staff, peers and the public in all types of circumstances.
5. Post-Secondary education in Municipal and/or Business Administration Program or equivalent combination of education and experience. (NACLAA)
6. A criminal check free of unpardoned criminal history.

Salary dependent upon qualifications and experience. This position will remain open until a suitable candidate is found. We thank all applicants but only those selected for an interview will be contacted.

Direct applications to: Jordan Willner, Chief Administrative Officer, Mailing: Box 113 Marwayne, AB T0B 2X0
Email: cao.marwayne@mcsnet.ca