

Employment Opportunity Deputy CAO / Manager of Legislative Services

The Northern Village of Air Ronge is inviting applications for a permanent, full-time **Deputy CAO / Manager of Legislative Services**. Reporting to the CAO, this position will assist in establishing and implementing administrative policies, procedures, standards, and programs, and will provide leadership in ensuring that all Village policies and programs are efficiently coordinated, are delivered in a responsive and effective manner, and reflect the overall strategic priorities of the Village as defined by Council and directed by the CAO. This position is responsible for coordinating Council and Committee of the Whole Agendas and Minutes, preparing bylaws and reports for Council review, and for the administration of payroll and group benefits.

GENERAL REQUIREMENTS:

- Completion of a post-secondary certificate or diploma in office or business administration, paralegal studies or equivalent.
- Three years of experience working in an office or customer service environment, preferably in a Municipal Government setting.
- Demonstrated proficiency in a variety of software programs and office procedures, including the administration of payroll.
- Knowledge of MuniSoft and All-Net Meetings applications, as well as working knowledge of *The Northern Municipalities Act* are assets.
- Valid Class 5 driver's license and Criminal Record Check is required.
- Having a Standard C Certificate and/or willingness to obtain it is required.

This position involves frequent interaction with the public and handling sensitive or confidential information. Candidates must demonstrate a high level of integrity, professionalism, diplomacy, and courtesy. They must be perceived as consistent, neutral and objective in business activities, plus must have an ability to interpret bylaws, resolutions, contracts, official records and related legal documents. Key skills include analytical thinking, problem-solving, and excellent verbal and written communication abilities. Success in this role relies on strong organizational and time-management skills, attention to detail, and the capacity to work independently and collaboratively within a team. A complete job description is available at <https://airronge.ca/p/employment-opportunities>.

Interested applicants should submit one (1) pdf document containing their cover letter, resume, and 3 work related references to:

Tammy McCormick, Acting CAO
Village of Air Ronge
Email: cao@airronge.ca

Application Deadline: 8:00 am on September 2, 2025

Compensation: \$87,360 to \$104,000 per year, based on experience and qualifications, plus a competitive benefits package.

We thank all applicants; please note that only those chosen for an interview will be contacted.