

# VILLAGE OF AIR RONGE



## DEPUTY CAO /MANAGER OF LEGISLATIVE SERVICES

(\$87,360 - \$104,000/year)

With the assistance of HMC Management Inc., <https://hmcmanagement.net/> Council is seeking the services of a qualified Deputy CAO/Manager of Legislative Services (DCAO) to provide professional leadership support and direction for the Village. Air Ronge has a population of 1365 and is governed by an elected municipal council comprised of the Mayor and 4 Councillors.

With access to excellent paddling, fishing, sledding, hunting, hiking, biking, Air Ronge is the ideal setting to connect with nature, history and an unapparelled way of life. Once you have experienced it, you may never leave. Sound appealing?

If you have at least three years' experience, preferably in a Municipal Government setting, along with a post-secondary certificate or diploma in office or business administration, paralegal studies or equivalent, then this is the position you have been waiting for. Having a Standard C Certificate and/or willingness to obtain it is required. An equivalent combination of education and experience may be considered.

Working knowledge of *The Northern Municipalities Act*, *The Local Authority Freedom of Information and Protection of Privacy Act* (LA FOIP), (or other Access and Privacy Legislation (National/International) and experience with and a working knowledge of Munisoft applications would be considered an asset.

The salary range for the position is **\$87,360 - \$104,000 for the right candidate who meets Council's qualifications and expectations.** The application deadline is January 19<sup>th</sup>, 2025, however, the competition will continue until the position is filled and only those candidates selected to be interviewed will be contacted.

In confidence, qualified candidates are encouraged to electronically submit their resume, a cover letter, three work-related references, and salary expectations to the following address:

[sdy.hmc@wcgwave.ca](mailto:sdy.hmc@wcgwave.ca)

**RE: Village of Air Ronge, Saskatchewan - Deputy CAO /Manager of Legislative Services  
Competition**

**Inquiries may be made to:  
Dean Yaremchuk, RMA CMMA  
HMC Management Inc.  
1.204.870.0236**

*A DCAO Opportunity Profile is available upon request.*

