



Town of Lac du Bonnet Career Opportunity

Chief Administrative Officer (CAO)

The Town of Lac du Bonnet is seeking an experienced, progressive, and collaborative leader to serve as its next Chief Administrative Officer (CAO).

Situated along the beautiful Winnipeg River, Lac du Bonnet is a vibrant and growing community that serves as the commercial and service hub for the surrounding area. Offering an exceptional quality of life, the Town is committed to responsible growth, strong municipal services, and building a thriving community.

Reporting directly to Mayor and Council, the CAO is the senior administrative officer responsible for the overall leadership and management of municipal operations. This includes providing strategic advice to Council and overseeing financial management, human resources, planning and development, infrastructure, legislative compliance, and the effective delivery of municipal programs and services.

The Ideal Candidate

The successful candidate will demonstrate:

- Strong leadership, strategic planning, and organizational management skills.
- Experience working with elected officials in a municipal or public sector environment.
- Knowledge of municipal governance, finance, planning and development, and applicable legislation.
- Excellent communication, interpersonal, and relationship-building skills.
- A commitment to innovation, accountability, transparency, and exceptional public service.

Qualifications

The preferred candidate will possess:

- A degree, diploma, or certificate in Public Administration, Business Administration, Municipal Administration, Finance, Accounting, or a related discipline.
- Completion of the Certificate in Manitoba Municipal Administration (CMMA), or willingness to obtain the designation within three (3) years.
- A minimum of five (5) years of progressively responsible municipal leadership experience.
- Previous CAO or senior municipal management experience is considered an asset.
- A valid Class 5 Driver's License and a satisfactory Criminal Record Check.

An equivalent combination of education, training, and experience may be considered.

A competitive salary and comprehensive benefits package will be offered, commensurate with qualifications and experience.

How to Apply

Please submit a cover letter and resume in confidence by **4:30 p.m. on Wednesday, August 12, 2026.**

Email or In Person

Email: cao@townofldb.ca

Subject: *Confidential – Chief Administrative Officer (CAO)*

Town of Lac du Bonnet

84 Second Street
Lac du Bonnet, MB

The Town of Lac du Bonnet thanks all applicants for their interest; however, only those selected for an interview will be contacted.