



## **TOWN OF OUTLOOK SEEKS CHIEF ADMINISTRATIVE OFFICER**

The Town of Outlook is seeking a dynamic leader with excellent communication, public relations, time and organizational management skills to become our Chief Administrative Officer (CAO). The Town of Outlook has a population of 2,279 and is located on the banks of the South Saskatchewan River, only a short drive from Lake Diefenbaker, and less than an hour south of Saskatoon.

This is a rewarding career opportunity for an Administrator with a Superior "A" Certificate and/or a degree in Commerce or Public Administration along with a minimum 5 years of progressive management experience. This position is supported by a seven member Council, Assistant Administrator, Office Clerk, Receptionist, and a large team of Public Works and Recreation Staff.

The Town offers a competitive salary based on qualifications and experience, full benefits package through SUMA, and an exceptional pension through MEPP.

Please submit a detailed resume in confidence, including qualifications, salary expectations and at least two work related references by 4:00 p.m. on Friday, May 31, 2019 to:

Town of Outlook  
Box 518  
Outlook, SK  
S0L 2N0  
Email: [townofoutlook@sasktel.net](mailto:townofoutlook@sasktel.net)  
Phone: (306) 867-8663  
Please label applications and emails "CAO Opportunity"

For more information on the Town of Outlook visit our website at [www.townofoutlook.ca](http://www.townofoutlook.ca)

This position will remain open until a suitable candidate is found, only those selected for an interview will be contacted.