



Town of Baie Verte

Baie Verte, Newfoundland and Labrador

Date Posted: October 26th, 2018

Job Advertisement

Chief Administrative Officer (CAO)

The Town of Baie Verte is seeking an effective, dynamic, and strategic individual to lead the Town's operations in the role of Chief Administrative Officer (CAO). You must possess interest and technical skills related to public administration, finance, facilities management, public works, construction project management, engineering, legal affairs, urban planning, economic development, recreation management, and community service. You must also possess leadership skills and exhibit convictions in continuous improvement, culture building, public relations, and an overall passion for public service.

Located on the northern coast of Newfoundland on the beautiful Baie Verte Peninsula, the Town of Baie Verte is generally referred to as the "Hub" of the peninsula, serving over 22 communities. The Town provides many amenities for its citizens, and for those of the surrounding communities. Two active mines are located within a 10km radius of the Town and utilize the Town for many of their service requirements. The Town's municipal infrastructure consists of 9.7km of municipal road, ~14km of water piping, ~10km of sewer piping, a water treatment plant, a waste disposal site, several sports fields, a stadium, a firehall, a Town Hall, and a community center.

Prime Responsibilities – Chief Administrative Officer

As the executive leader of the Town, the CAO reports directly to the Town of Baie Verte Council and is accountable for the planning, organization, coordination, control and direction of the municipal workforce, municipal infrastructure, and total affairs of the Town in accordance with policies and guidelines determined by Council under the provisions of the Municipalities Act (1999). The CAO is responsible for ensuring municipal operations and policies comply with other legislation such as the Urban and Rural Planning Act (2000), Public Procurement Act (2016), Occupational Health and Safety Act (1990), and others as appropriate.

Education and Training

Graduation from a university with an undergraduate or graduate degree in public administration, business administration, civil engineering, mechanical engineering, environmental engineering, economic development, urban planning, or a combination thereof. Experience in relevant public, private, or non-profit senior management positions will be considered as an asset. Experience in municipal governance will be considered an asset. Relevant professional designations and certifications from recognized Canadian institutions, or work towards such designations and certifications, will be considered an asset. A Class 5 NL Driver's license is also required.

Salary Range: \$65,000 - \$80,000

References will be requested and candidates will be expected to undergo a formal background check. The Town of Baie Verte appreciates all those who apply for the position, however only those chosen for an interview will be contacted.

Please send a cover letter, resume, and copy of university transcript in confidence, by e-mail or drop-off to the address listed below. Review of applications will begin at 9:00am on Friday, November 9th, 2018.

Attn: Town of Baie Verte Council
Re: Chief Administrative Officer Employment Application - Town of Baie Verte
32 Highway 410
P.O. Box 218
Baie Verte, NL
A0K 1B0
townofbaieverte@hotmail.com
