



Chief Administrative Officer Village of Belledune, New Brunswick

Belledune is a great place to live. Located in northern New Brunswick, this community offers a quality of life that is second to none. In summer, residents and visitors enjoy the Bay of Chaleur – recognized internationally as one of the world’s 30 most beautiful bays – and numerous other outdoor activities such as camping, hiking and water sports. Winter is equally enjoyable for families with sleigh rides, ice fishing, snowmobiling, cross-country skiing and winter carnivals.

With an abundance of nearby natural resources, a year-round, deep-water port, an excellent transportation infrastructure, and an exceptional work force, Belledune has also evolved as a major industrial centre providing a stable tax base for the community.

As Chief Administrative Officer, you are responsible for managing the daily activities of the Village in accordance with the new Local Governance Act of New Brunswick. Working with an experienced Mayor and Council of five members, you will be accountable for providing leadership in developing and implementing policies and programs for the Village.

You will provide timely guidance to Council and under their direction ensure that all services are carried out effectively and within budget. A strong leader and facilitator, you will support staff in achieving their performance objectives. You will liaise with various stakeholders, such as elected officials, other levels of government, and the community on key projects affecting the Village. You will also keep an open line of communication with residents to ensure they are aware of all major policies and initiatives being undertaken.

As the ideal candidate, you have several years’ experience in government, business or the not-for-profit sector. You have suitable academic and professional credentials and a solid track record building consensus among elected officials, staff, citizens, and other levels of government.

You understand the challenges facing rural municipalities and are familiar with best practices in economic development, financial management, administrative, operations, human resources and governance. You have a successful track record of accomplishments and possess well-developed personal qualities including integrity, personal values, communication, problem solving and leadership skills.

Sound like you? If so, write us a letter explaining how you can be the CAO they need. You can attach a resume as well. You can email this information to us at apply@geraldwalsh.com, quoting project number **1715** in the subject line.