

## Chief Administrative Officer

Located in southwestern New Brunswick along the beautiful Saint John River you will find the town of **Grand Bay-Westfield**, the result of the two, originally separate municipalities being officially amalgamated in 1998. A growing community, Grand Bay-Westfield is currently home to approximately 5,000 residents and is the gateway to the Lower St. John River Valley. Grand Bay-Westfield offers the best of urban and rural New Brunswick, encompassing both an active local business community and access to larger local and regional markets. Minutes from Uptown Saint John, Grand Bay-Westfield has fast and convenient access to a variety of business, personal, and government services. With the American border a one-hour drive away on recently upgraded highways, companies and businesses in Grand Bay-Westfield and area have access to the largest market of its kind in North America.

As the **Chief Administrative Officer (Treasurer/Clerk)**, you will play an integral role in shaping the future of this vibrant community. You will lead, direct and manage the delivery of services to the Town's residents and businesses. You will capably steward the Town's operating budgets of \$6.5 million and you will oversee the smooth operation of the Town's broad range of functions including: administration and finance; planning and development; engineering and public works; parks, recreation and culture; and fire. You will build strong relationships with key government, business, union and community stakeholders and you will encourage economic development and industry growth within the Town. The Chief Administrative Officer will keep Council consistently up to date on all of the Town's affairs and operations and recommend appropriate actions for ensuring the welfare of the Town in compliance with the Local Governance Act and other applicable legislation.

As the ideal candidate you have a successful track record of senior leadership experience, ideally within a public sector/municipal environment, a post-secondary degree and ten plus years of experience managing a broad range of financial, operational, administrative and human resources functions. A natural collaborator with strong interpersonal and communication skills, you have a well-earned reputation for building consensus and effective working relationships with a diverse group of stakeholders.

You have the ability to communicate financial analytics in a clear and concise manner, can confidently present current and accurate financial and operational reports to Council, committees, etc., and make recommendations based upon thorough analysis and reliable risk assessment. You are effective working both at a strategic and hands-on level and can consistently identify opportunities for improving efficiency and service. You are experienced in navigating the various channels of government and can objectively evaluate and assess policies and legislation which can impact upon the Town of Grand Bay-Westfield.

**If you are interested in this opportunity, please apply online at <http://www.kbrs.ca/career/13574>. For more information, contact Kevin Stoddart or Leah Cunningham at 1-866-822-6022 or [lcunningham@kbrs.ca](mailto:lcunningham@kbrs.ca).**