



**Town of Hartland**  
**Employment Opportunity**  
**Chief Administrative Officer/Clerk – Treasurer**

The Town of Hartland is seeking applicants for the position of Chief Administrative Officer/Clerk – Treasurer. Located in Carleton County, overlooking the St. John River, Hartland has a population of approximately 950 and is known as the home of the *Longest Covered Bridge in the World*.

Hartland is a service hub for the Central Carleton region, providing services for fire protection, recreation services (including arena, ball diamonds, soccer fields, swimming and wading pools), leisure services (including library, art gallery, local events and walking trails), public works (including street maintenance and snow removal) and municipal water and sewerage systems. The Town is governed by a Mayor and six Councillors.

The successful candidate will be responsible for the day to day management of the municipality and the head of the administrative structure with a small full-time workforce in each department. The CAO/Clerk- Treasurer will work closely with all Department Heads to ensure a safe and efficient work environment and ensure the tasks/duties assigned by Council are carried out. Reporting directly to the Mayor and Council, the CAO/Clerk – Treasurer performs a vital and positive role in the administration of town operations.

**Duties**

- Attend ALL meetings of Council and Committee of the Whole and any other meetings Council may require.
- Organize Council Meetings and prepare ALL paperwork for meetings, including agendas, minutes, research documents
- Record all minutes and draft resolutions
- Advise on Roberts Rules of Order and Parliamentary Procedure
- Maintain clear, concise and complete records
- Responsible for all financial and administrative functions of the Town.
- Advise Council and Staff of any and all legislation that pertains to them
- Help formulate alternative items for consideration to help promote the Town
- Ensure all project and programs are completed
- Draft policies, procedures and by-laws
- Identify and implement training programs for Council and Staff
- Supply written monthly reports of activities to Council
- Ensure a safe working environment for staff through implementing necessary policies and procedures
- Ensure all benefit programs are maintained
- Payroll
- Monitor Contracts
- Drafting, reviewing and awarding tenders

- Work with Municipal Solicitor
- Prepare and implement annual budget
- Advise Council and Public on matters pertaining to Local Government
- Create a positive working environment
- Research project and programs when needed
- Assess funding opportunities and prepare proposals
- Hire of employees
- Act as liaison with community groups
- Head of Emergency Measures

#### Knowledge, Skills and Personal Attributes

##### Knowledge

- Post-Secondary Education in Administration
- Provincial and Federal Legislation
- 3-5 Years Management Experience in Local Government or Public Sector(minimum)
- Solid Understanding of Emergency Measures Operations
- Working knowledge of the roles of Municipal Council's
- Understanding of Conflict of Interest legislation

##### Skills

- Excellent written and oral communication skills
- Sound understanding of accounting and financial operations
- Proficient use of business software (MS Office)
- Strategic Planning Skills
- Negotiation Skills
- Street and Time Management

##### Personal Attributes

- Analytical and Problem Solving Skills
- Be Respectful and Sensitive to Other
- Demonstrate Sound Work Ethics
- Dependable and Accountable
- Be consistent and fair
- Be sensitive of socio-economic factors within the community and populace
- Quick learner
- Ethics and Integrity
- Highly motivated

This is not meant to be a complete list of duties, knowledge, skills or personal attributes however is to give the applicant a basic understanding of the role and the level of responsibility it involves.

This position is based on 35 hours a week in the office, with overtime. The Town of Hartland offers a competitive salary range and employee benefits.

#### Application Process:

Applicants should include a detailed resume and cover letter. Qualified individuals interest in the position are invited to apply through mail at the address below or by fax 506-375-8265.

Town of Hartland  
Attention: Selection Committee  
31 Orser Street, Unit 1  
Hartland NB  
E7P 1R4

(must include the following on the envelope: **CAO/Clerk – Treasurer Position**)

Competition closes on: August 29, 2019 @ 3pm (local time)

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