



Village of Blacks Harbour Chief Administrative Officer

Job Title:	Chief Administrative Officer	Job Category:	Management
Level/Salary Range:	TBA	Position Type:	Permanent Full Time
HR Contact:	Heather Chase	Date posted:	May 9, 2017
Will Train Applicant(s):	Yes	Posting Expires:	May 23, 2017 @ 2:00 pm AST

Applications Accepted By:

FAX OR E-MAIL:

Fax: 506-456-4872 or Email: h_chase@blacksharbour.ca
Subject Line: CAO Recruitment

MAIL OR IN PERSON:

Village of Blacks Harbour
65 Wallace Cove Road
Blacks Harbour, NB E5H 1G9

Job Description

ROLE AND RESPONSIBILITIES

The Chief Administrative Officer is responsible for the overall management of municipal operations, including, but not limited to: administration, supervision of staff, regulatory compliance, providing advice to elected officials, financial management, execution of strategic plans, labour relations and community relations.

- Meetings of Council – preparing and organizing all meeting and public hearing agendas; recording of the minutes of all municipal regular meetings, special meetings and public hearings and providing Council with sound advice on all aspects of municipal governance and legislative requirements.
- Implementing Council priorities – ensuring the policies, programs and services of the municipality are implemented; monitoring, evaluating and reporting back to Council on the policies, programs and services of the municipality; and answering all public requests, inquiries and/or complaints, and ensuring a high standard of customer service.
- By-laws & Policies – ensuring all required by-laws, policies and resolutions are in place and up-to-date; preparing resolutions and by-laws for the municipality, including the by-laws and policies that require Ministerial or Municipal Committee Approval (i.e. by-laws, policies, procedural and organizational by-laws are in place and up-to-date).
- Financial Management – preparing the annual budget and financial plan, including the general operating budget, the capital budget, the five-year capital expenditure plan, as well as securing funding through various funding programs.
- Controlling – oversight of and capability to perform day-to-day accounting of the municipality (i.e. accounts payable, accounts receivable, payroll, bank reconciliations and investments). This also includes ensuring that accurate records and books are kept of all financial affairs and a clean audit.
- Human Resources Management – recruitment and development of employees, conducting union negotiations and developing a human resources succession plan.
- Communications – As the head of the municipality, the CAO is responsible for communications with residents, and all other government and municipal partners.
- Clerk & Treasurer – the CAO is also appointed Clerk and Treasurer and is responsible for those responsibilities under the *Municipalities Act and Municipal Procedural By-law*.
- Land Use Planning & Development – The CAO assumes the responsibilities of the Development Officer and in partnership with the Planning Advisory Committee is responsible for effective land use management and development projects.



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QUALIFICATIONS AND EDUCATION REQUIREMENTS

- 5-10 years municipal or administrative work experience in a senior management role
- Ability to communicate effectively with the public, employees (both unionized and non-unionized), as well as external stakeholders
- Completed post-secondary training in administration
- Demonstrated responsibility & initiative
- High degree of computer literacy (MS Office)
- Experience in property and land use management
- Able to work non-standard hours
- Organization and planning skills
- Experience in communications, training and/or group facilitation
- Possess a current clean Police Record with a Vulnerable Sector Check

PREFERRED SKILLS

- Completed Certificate in Location Government Administration or equivalent
- Drafting by-laws and/or policies
- Previous experience with TownSuite and PLANET

ADDITIONAL NOTES

Reviewed By:	Andrea Hawkins	Date:	May 8, 2017
Approved By:	Personnel Committee	Date:	May 8, 2017
Last Updated By:	Heather Chase	Date/Time:	May 9, 2017