



Chief Administrative Officer

About the job

St. George is a picturesque town nestled on the banks of the Magaguadavic River in Southern New Brunswick. Located only a short drive to urban Saint John and a thirty-minute drive to the US Border, this peaceful town offers the best of urban and rural living.

St. George is a safe and nurturing community surrounded by the beauty of a spectacular natural environment. Servicing over 7700 people including 1575 residents, the Town is the center of the largest aquaculture industry in North America. Responsible stewardship has allowed the Town to maintain one of the lowest tax rates in the province. St. George offers the quality of life that many only dream of!

This is a community with pride and many opportunities for growth, and as the Chief Administrative Officer you will play an integral role in shaping the future of this community.

As the Chief Administrative Officer, you will be responsible to lead, direct and manage the delivery of services and the pursuit of the Town's growth strategy. Directed by and accountable to the Mayor and Council, you will manage a small team of dedicated public servants who deliver services in this very active community. You will steward the Town's \$2.26 million budget and you will liaise with stakeholders, other municipal units and levels of government on key projects. You are familiar with the issues and challenges facing rural municipalities and understand best practices in economic development, financial, administrative, operations, human resources and governance.

We are seeking a proven leader and manager, who will bring vision, business and management acumen along with excellent communication and relationship skills. You must be comfortable working within a publicly accountable context and you are at ease at the front of a room or with your sleeves rolled up.

As the ideal candidate, you have experience in government, business or the not-for-profit sector. You have appropriate academic credentials and a solid track record building consensus and promoting cooperation among elected officials, senior staff, employees, citizens, neighbouring municipalities, and key stakeholders.

If this opportunity sounds like you and you bring a genuine interest in being part of a community with huge potential, please forward your resume in confidence to: sdeveau4practicalhrs.com by March 2nd, 2018.

We thank all applicants for their interest in this position however only those selected for an interview will be contacted.