



## Chief Administrative Officer

Town of Saint. Andrews

*On the shores of Passamaquoddy Bay, everything about our Town is special, including our status as a National Historic District with 300 + Heritage buildings. Saint Andrews is a treasure trove of beautiful architecture, stunning scenery and rich marine life. Today we offer all the features of a thriving modern resort voted by USA Today as the Best Place in Canada to Visit in 2017. A visitor destination since the late 19<sup>th</sup> century, it is also a major centre of marine science research and education with the Saint Andrews Biological Station, the Huntsman Marine Science Centre and Aquarium and the New Brunswick Community College.*

We are looking for an experienced Chief Administrative Officer (CAO) to serve as the head of the administrative branch of the government of the Town. This position is accountable to Council for the proper administration of the affairs and the day to day operations of the Town in accordance with all applicable legislation, by-laws, budget and policies and resolutions adopted by Council.

If you know how to keep things in order and add a strategic vision to everyday activities, we want to meet you. If you're highly efficient and a natural leader with **experience working with all levels of government**, then you're our ideal candidate.

The goal is to ensure the smooth running of Council business according to established policies and the vision of the Town of Saint Andrews as outlined in the Municipal Plan By-law.

### Responsibilities of the role include:

- Provide leadership of the town administrative branch;
- Responsible for financial management of the Town;
- Organize and coordinate resource allocation and oversee the budget process for the town;
- Collaborate and inform Council on the implementation of policies and development improvements;
- Accountable for keeping Council informed to better respond to constituent concerns;
- Accountable for the management of leases, agreements and contracts for goods and services;
- Responsible for business and strategic planning with construction, rehabilitation, maintenance and disposal of Town assets;
- Responsible for any legal action or proceedings before a court, board, or tribunal;
- Developing, managing and implementing the Emergency Response Plan;
- Management of the Town Human Resources; providing guidance to subordinate staff and evaluate performance;
- Management of the Municipal Police Services Agreement;
- Responsible for providing information, reports, plans and advice on operational, technical and administrative matters;

### Requirements of the role include:

- A degree in Business Administration or Public Administration or equivalent field. An MBA is a definite asset;
- Proven experience leading organizations governed by a board of directors is preferred;
- Experience as a Chief Administrative Officer is a definite asset;
- Experience in project management; having a PMP designation is a plus;
- Experience in operations management including asset and property management;
- Solid understanding of business functions such as fiscal planning, budgeting, human resources and reporting;
- Knowledge of relevant laws and regulations;
- Precision and excellent attention to detail in your day to day activities;
- Excellent verbal and written communication skills;
- Proven ability to provide leadership and manage staff effectively;
- Computer skills and knowledge of software applications;
- Strong interpersonal skills with proven ability to effectively deal with conflict and work with the public;
- Time management, organizational skills and the ability to work with tight deadlines;

Interested candidates should apply to [hmcgee@practicalhrs.com](mailto:hmcgee@practicalhrs.com) on or before June 14, 2019. The Town of St. Andrews appreciates all candidates for their interest; however, only those selected to continue in the selection process will be contacted.