

Union of Municipalities of New Brunswick
Executive Director

The Union of Municipalities of New Brunswick (UMNB) invites applications for the position of Executive Director. This is a full-time contract position reporting directly to the President and Executive Committee.

The successful candidate will be responsible for but not limited to:

- Identify issues/problems UMNB should address and recommend courses of action;
- Organize the activities of UMNB in compliance with its bylaws, policies and procedures;
- Prepare financial statements/reports and the annual budget;
- Maintain UMNB records including financial records, bylaws, membership directory, policies;
- Implement the UMNB 2016-2021 Strategic Plan;
- Organize the UMNB Annual General Meeting and Trade Show;
- Coordinate the dissemination of information;
- Perform general office duties

The candidate must be capable of sound judgment, attention to detail, and be able to demonstrate initiative. Excellent communication skills, interpersonal skills, and flexibility with scheduling are required; computer literacy is essential. Experience in the Municipal/public sector environment would be preferred. Bilingualism is an asset.

Salary Range: \$50,000 - \$70,000 annually, commensurate with qualifications and experience.

In a covering letter and resume, please indicate your qualifications and experience for this position. Applications may be mailed; forwarded by courier or via email to the village office and must be received at the Village of Doaktown Municipal Office, 8 Miramichi Street, Doaktown NB E9C 1C8 no later than 3:00 p.m. on September 1, 2017.

The selection of candidates for interviews will be determined on the basis of a comprehensive review of applications received by the September 1st deadline. It is therefore in the interest of each applicant to submit a detailed and informative resume.

Forward applications to:
Marilyn Price, Village Clerk/Administrator
Village of Doaktown

8 Miramichi Street
Doaktown NB
E9C 1C8

Inquires: Tel: 1-506-365-7970

Envelopes should be marked: Competition 001ED – Executive Director

A detailed job description is available upon request from the Village of Doaktown.

We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.