



Hiring a Chief Administrative Officer

There are many unique threads that make up the fabric of Placentia. We are the ancestors of explorers, fishermen and settlers who discovered a place rich in opportunity and ideally situated to make the most of it. We are Basque, we are French, we are English, and we are even a little Portuguese. You see their legacy in fortifications like Castle Hill, a National Historic Site. You see their lives in archaeological digs and museums, dotted amongst our quaint streets, our forested hills and our rolling coastal inlets. Meet their descendants as you stroll down our beautiful Town square and drop into the Placentia Bay Cultural Arts Centre, one of Placentia's key cultural landmarks. Drop by the old courthouse, one of the oldest operating courtrooms in the country. Taste the local cuisine in one of our many eateries, restaurants and pubs. Enjoy a sunset walk on our famous boardwalk as the bounty of a full day passes with the tide

The Town of Placentia, with a population of 3,498, is a great place to work, live and raise a family. Placentia is hiring a Chief Administrative Officer (CAO) and is inviting anyone with a passion for local government and a desire to improve the lives of residents and encourage economic growth to apply. Reporting to Council, the CAO is responsible to provide leadership for all day-to-day operations, quality services and programs to stakeholders in accordance with statutory requirements and guidelines, municipal by-laws and policies, and timely and well researched advice to Council. The CAO will provide key direction in strategic planning and ensure staff are motivated and committed to provide a high level of public service. The CAO acts as "Head" under the provision of the *Access to Information and Protection of Privacy Act* and is the Coordinator of the Town's Emergency Operations Centre.

This is a fulltime position with competitive compensation commensurate with experience and qualifications and a competitive benefits package.

The ideal candidate should possess a high degree of collaboration, innovation, and creativity arising from experience as an executive level manager; possess a university degree/diploma in Business Administration, Commerce, Public Administration or related academic education, together with a minimum of five (5) years progressive senior managerial experience. The candidate will have knowledge and experience in capital works funding programs; proposal writing; economic development; and interpersonal, written and oral communication skills. Other qualities required include a proven reputation for building and leading strong teams, and empowering staff in the delivery of superior services. The ideal candidate will possess

exceptional relationship building skills to quickly establish credibility and trust to continually improve the experience of the taxpayer and staff.

Given the nature of this position and the need to respond to municipal issues in a timely manner when required, preference will be given to qualified candidates who reside or are willing to relocate to Placentia.

If you are interested in an opportunity to become part of a dedicated team to provide effective and efficient municipal services and programs, please submit a covering letter and resume. The letter and resume should clearly outline how you meet the qualifications for this position and why you want to work for us, and provide at least two (2) professional references to:

**LW Consulting
36 Yetman Drive
Mount Pearl, NL, A1N 3A8**

Applicants are to submit their letter and resume electronically to lewis.gerard@bellaliant.net by 4:00 pm September 18, 2020.