



## CAREER OPPORTUNITY: **Chief Administrative Officer**

The Town of Placentia is currently seeking an experienced **Chief Administrative Officer**. This role requires a dynamic and positive-minded individual who thrives in a challenging work environment. The ideal candidate can demonstrate progressive experience in a municipal government or management role.

This is a **full-time permanent management position** with competitive salary and benefits. The successful candidate will report to the 7-member Town Council and have 6 direct reports, including Manager of Finance, Manager of Tourism, Marketing & Communications, Director of Public Works, Fire Chief, Special Projects Coordinator and Executive Assistant.

### **Duties and Responsibilities:**

- Perform the statutory duties of Chief Administrative Officer (Town Manager) as contained in Section 54 of the Municipalities Act, 1999;
- Supervise Town employees and provide organizational leadership;
- Act as the principal advisor to Council in the development of public policy;
- Provide Council with all relevant information required to make informed decisions;
- Ensure organizational strategies, plans and initiatives are aligned with Council's vision, values, and priorities;
- Develop detailed capital and operating budgets, forecast and long-term financial plans for approval of the Council and monitor all financial activities of the Town;
- Maintain a thorough working knowledge of Provincial Legislation and Regulations that affect the policy decisions of Council; and
- Fulfill duties designated by Council under the Access to Information and Protection of Privacy Act.

### **Education, Experience, and General Requirements:**

- Post-secondary education in Business Administration, Commerce, Political Science, or in another related field;
- 5+ years in a similar municipal or administrative role with supervisory experience;
- Experience working with elected officials, appointed or volunteer boards;
- Demonstrable experience as a Change Agent;
- Thorough understanding of the municipal financial and budgeting processes;

- Proficiency in Microsoft Office Suite and Google Workspace;
- Excellent written and verbal communication skills;
- Excellent attention to detail;
- Superior time management and organizational skills;
- Experience with updating social media and/or websites would be an asset;
- Applicants must hold a valid NL driver's license;
- The successful candidate must be able to provide a clear Certificate of Conduct and be bondable; and
- Candidates possessing an equivalent combination of experience and training as outlined for these positions may be considered.

**Salary:** Negotiable based on experience

**Closing Date:** October 20, 2023

If you are interested in joining a dedicated team to provide effective and efficient municipal services and programs, please submit a cover letter and resume, in PDF format, to [sbhounsell@gmail.com](mailto:sbhounsell@gmail.com) no later than 4:30 pm on Monday, October 20, 2023. Only those candidates selected for an interview will be contacted. The successful candidate will be required to live in the Town of Placentia.

For more information on the Town of Placentia please visit our website at [Town of Placentia, NL](http://TownofPlacentia.NL). For more information on this position, please contact Sandy Hounsell at (709) 730-4108.

The Town of Placentia is committed to employment equity and diversity. We welcome applicants from all backgrounds, experiences, and identities.