

The Town of Twillingate is inviting individuals with a passion for local government and a desire to improve the lives of residents and encourage economic growth, to apply for Chief Administrative Officer (CAO).

The Town of Twillingate, with a population of 2,196, is an outport community located on the north east coast of Newfoundland and Labrador. The Town has a rich history, handed down through generations, natural beauty and a vibrant, traditional lifestyle – where people are connected to the land, sea, and each other.

The Town of Twillingate administers municipal services for the residents, from roads to recreation, to water and emergency services. And while these necessities are the foundation, the Town continues to strategically build the local economy through diversification, tourism initiatives, and thoughtful planning.

Reporting to Council the CAO is responsible to:

- Perform statutory duties of the Manager as contained in Section 54 of the Municipalities Act, 1999.
- Provide advice and recommendations to Council and implement their decisions and policies.
- Supervise staff and provide organizational leadership.
- Monitor and manage Public Works; Municipal Plan and Development Regulations; Fire Department; Emergency Preparedness Plan; recreation facilities, programs and the delivery of services to residents and businesses to ensure the effective utilization of the human, financial and physical resources of the Town.
- Develop and manage a detailed capital and operating budget, provide forecast and long-term financial plans for approval of Council and monitor all financial activities of the Town.
- Promote economic development.
- Maintain a working knowledge of the Provincial Legislation and Regulations that affect the policy decisions of Council.

SPECIFIC RESPONSIBILITIES:

- 1. Human Resources/Administration:** The Town Clerk, Public Works Foreman, Facilities Manager and Recreation Director report directly to the CAO. The CAO is responsible for contract negotiation, employee onboarding/training, performance reviews, professional development, policy development, internal communications, and other duties related to supporting employees.
- 2. Financial:** In consultation with the Town Clerk, the CAO is responsible for the planning, organizing, controlling, and directing the Town's financial program including the development of policies, programs and support services to meet the Town's financial needs. Included is the statistical and financial analysis, budgets, investments, reports and financial statements as well as ensuring proper accounting procedures and internal controls.
- 3. Engineering/Planning/Public Works:** In consultation with the Town Foreman, the CAO is responsible for ensuring that all the technical and engineering requirements of the operation and development of the Town are supplied and adhered to including engineering, public works requirements (roads, water, sewer, etc.), zoning and planning regulations, safety, building regulations and standards and any other regulatory matters. Administering all capital works projects and liaising with consulting engineers and contractors are included as well.

4. **Recreation:** In consultation with the Facilities Manager and Recreation Director, the CAO is responsible for the planning, organization, efficient management, and operation of a comprehensive all-season recreation program for the Town. Also responsible for the efficient management, operation, and maintenance of municipal recreation facilities.
5. **Emergency Measures and Fire Protection:** In consultation with the Fire Chief, the CAO is responsible for overseeing the Town's volunteer-run fire department and emergency management plan. The CAO functions as the emergency centre manager in the event of an emergency.
6. **Economic Development:** The CAO is responsible for promoting economic development within the Town by developing economic development plans and initiatives, identifying potential economic development opportunities and promotion of development, functioning as administrative and economic development liaison with local businesses, other municipalities, local and national organization, federal government departments and agencies, provincial government departments and any other organization involved in economic development, and advising Council on all matters related to economic development. Economic development may include; tourism, manufacturing, fishery, agriculture, information technology, etc.

EDUCATION & TRAINING: The ideal candidate will have post-secondary education in Business Administration, Commerce, Public Administration, or in a related field.

EXPERIENCE/ATTRIBUTES/SKILLS: Experience in a senior municipal or comparable administrative role, working with elected officials, appointed or volunteer boards/committees will be considered an asset. The ideal candidate will also have proven interpersonal, leadership, written and verbal communication skills, a thorough understanding of the municipal financial and budgeting processes, and a strong customer service focus. Excellent judgment, diplomacy and conflict resolution skills are required. Other candidates will be considered who possess an equivalent combination of experience and training acceptable to the Town.

OTHER REQUIREMENTS: Clear certificates of conduct including a RCMP Criminal Record Check and a Provincial Court Check, is a condition of employment.

REMUNERATION: This is a full-time position with employment benefits including pension plan and group insurance. Regular work hours are 35-hours/week with evening and weekend work required from time to time. The salary range is from \$70 - \$80K.

Interested applicants are to submit their cover letter and resume electronically to: m.magnin@townoftwillingate.ca by 5:00 pm on April 20th, 2021.

PLEASE NOTE: We thank all applicants and advise that only those considered for an interview will be contacted.