



## **We Are Seeking a Chief Administrative Officer (CAO)**

The Town of Twillingate is seeking an experienced, energetic, and visionary CAO. Are you up for a challenge? Do you have what it takes? Can you carry on the tradition of providing strong and capable leadership to support our council? If the answer is “yes” – this could be the opportunity for you!

Twillingate is a progressive town of approximately 2100 people with a full suite of municipal services and a very capable and experienced staff. The town has a viable spring/summer tourism program and is considered “The Iceberg Capital of the World”. If you want to lead our “day to day” operations, partner with and support our council, and prioritize the implementation of programs, operations, and services, which make Twillingate a better place to live, work, and play – this may be a great challenge for you.

### **Qualifications:**

A post secondary degree or diploma combined with at least five years leadership or management experience is required. Familiarity with municipal government is an asset, and preference will be given to the candidate with the most suitable combination of academic qualifications and practical experience.

### **Status of Position:**

This is a full-time permanent management position with a competitive salary, pension, and benefits. As CAO, you report directly to the Mayor and Council of the Town of Twillingate.

### **Duties and Responsibilities:**

The successful candidate will provide support and professional direction to council, will respond to the public, will oversee and manage staff, will implement and prioritize programs and services and help develop and implement policy (as necessary), and will play an important role in helping shape the town’s overall growth and development over the next number of years. A detailed job description is available.

**Application Process:** Applications must be forwarded electronically only to:

John Walsh - JW Consulting Associates  
Twillingate CAO (Subject Line)  
[cet@nl.rogers.com](mailto:cet@nl.rogers.com)

Confirmation of receipt of your email application will be forwarded within 24 hours. Applications must be received by 4:00 p.m. Sunday, December 19, 2021. Inquiries should be emailed directly to JW Consulting Associates by email, or by calling (709) 728-8414. No applications at the Town Hall please.