



TOWN OF POUCH COVE

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Chief Administrative Officer

This position is open to male, female, and alternative gender applicants

To apply for the Chief Administrative Officer position, please submit a cover letter and resume that demonstrates you have the skills, qualifications, experience, positive work ethic, and commitment to succeed in this role. Applications must be submitted by 4:00pm on September 19th, 2022 by e-mail to katesullivan@pouchcove.ca.

Description: The CAO is responsible for the implementation of all aspects of the town's operations, including budget, financial management, staffing, communications, building and development, maintenance of the town plan and development regulations, technology, and interpretation and oversight of the town's collective agreement with its unionized employees.

Salary: The salary range for this position is \$73,000 to \$95,000 to be negotiated commensurate with the education, knowledge, and experience of the incumbent.

Qualifications: The ideal candidate will have a Degree or Diploma in Business, Engineering, or Public Administration. The successful incumbent must be visionary, diplomatic, an excellent communicator, a proven problem-solver, and must have at least five years experience in a leadership or management position in a public sector environment, municipal environment, or related field. General knowledge, understanding, and interest in financial operations, human resources, recreation and community services, public works, planning and development, fire and emergency services, municipal enforcement and legal systems, economic development, information technology, and asset management are important. Professional designations are an asset. Financial Certifications are an asset. Water and Wastewater Operator certifications are an asset. Asset Management certifications are an asset. Supervision and oversight of a unionized and non-unionized workforce is required for this position.

For a more thorough listing of duties and expectations, please download the description available on our website at <https://pouchcove.ca/work/job-opportunities/>