



## TOWN OF POUCH COVE

### **Job Advertisement Chief Administrative Officer**

#### **About Pouch Cove**

The beautiful Town of Pouch Cove is a coastline community of approximately 2,000 residents with a thriving economy and breathtaking views of the sea. Our Vision, Mandate, and Values are built on the theme of “A Community Built for Everyone” and our municipal operations are guided by these principles and values.

#### **The Position**

The Town of Pouch Cove is currently searching for a highly motivated individual, who has the ability to work in a fast-paced municipal work environment, to join our organization as **Chief Administrative Officer**. This is a fulltime, non-bargaining unit position.

Reporting to the Town Council for the Town of Pouch Cove, the Chief Administrative Officer (CAO) is accountable to provide leadership and direction for all Town functions and activities within the policies established by Council and in accordance with applicable legislation. The CAO is also vested with the statutory responsibility of both the Town Manager and Town Clerk positions as outlined in the Municipalities Act. This position supports the Mayor and Council in the provision of all information, options and recommendations required for their decision-making and the development, review, and approval of policies. As the senior administrative leader, the CAO is also responsible for providing leadership and managerial direction to the senior management team and represents the Town with external stakeholders and the public. To find out more about the Town of Pouch Cove, click [www.pouchcove.ca](http://www.pouchcove.ca)

#### **Major Duties & Responsibilities**

Reporting directly to the Town Council, the Chief Administrative Officer will be responsible for:

#### **Planning, Strategy & Direction**

- Coordinate and oversee the development and implementation of an inclusive consultation process culminating in a Council approved strategic plan, operational objectives and supporting policy framework.
- Promote, communicate, and advance Council's vision, values, priorities, and objectives to Directors and staff.

- Ensure departmental strategies, plans, and initiatives are aligned with the Town's vision, values, and priorities.
- Demonstrate evidence of high performance and competent stewardship, reporting on meaningful, accurate and timely management, performance, and quality service targets in line with strategic priorities.

### **Administrative Leadership**

- Design and recommend an organizational structure and set of responsibilities for each department to Council designed to promote the effective execution of the Town's strategy.
- Consolidate and review of the annual business plans and budgets (operating and capital) prepared by the departments and aligned to the Town's strategic direction, leadership of the business plan and budget approval process with Council.
- Advise Council and recommend actions for the development and implementation of initiatives, projects, programs and policies which will facilitate and promote the welfare of the municipality and its residents.
- Administer Town by-laws, formulating any necessary revisions or additions to maintain the efficient operation of the Town, and recommend such amendments to Council for approval.
- Support effective communications through regular meetings and one-on-one interactions with Directors, and foster effective working relationships based on mutual respect, a collaborative approach to decision-making, and accountability to citizen interests.

### **Budgeting & Financial Management**

- Provide general financial oversight for all departments through the Director of Corporate Services, ensuring the efficient allocation of resources and adherence to financial objectives.
- Collaborate with finance and accounting teams to provide accurate financial reports and forecasts to Council on a regular basis.

### **Council Partnership**

- Maintain an open dialogue with the Mayor, all Committees of Council, and all members of Council to ensure their knowledge of major issues affecting the Town.
- Coordinate and direct recommendations to Council regarding establishment of or changes to Town programs, policies, and plans, supported with rationale and the financial and budgetary impact.
- Provide Council with a timely analysis of changes in Federal and Provincial legislation impacting Town operations.

- Represent, in consultation with the Mayor, the best interests of the Council in its relations with Municipal, Provincial, and Federal Government agencies, as well as with other external stakeholders and the public.
- Administer effective public relations between the Town of Pouch Cove, its officials, and the community at large; establish liaison and positive relationships with the business community, local volunteer groups, boards and authorities, and other levels of government, and act as a spokesperson on behalf of the administration.

### **Professional Qualifications**

The ideal candidate shall possess the following qualifications:

- Three to five years of senior management experience supplemented with relevant post-secondary education or equivalent experience in the public or private sectors.
- An understanding of Public Sector Administration, municipal finance, and governance would be considered an asset.
- An in-depth understanding of all facets of municipal government is required.
- High level training in leadership, public or business administration.
- A proven consensus builder with strong transformational leadership skills.
- Ability to influence a diverse group of stakeholders.
- Significant knowledge of the *Municipalities Act, 1999* and all related statutes.
- Possess analytical and interpersonal skills with the ability to use tact, diplomacy, and mature judgement.

### **Application Process**

Applications complete with a cover letter and resume can be emailed, in confidence to Ryan Somers, Acting Town Clerk, at [ryansomers@pouchcove.ca](mailto:ryansomers@pouchcove.ca) no later than **4:30 pm on May 17, 2024**.

A competitive compensation package will be provided including an attractive base salary and excellent benefits based upon the successful applicant's qualifications and experience.

Applicants considered for this position will be subject to a background check. This opportunity is only available for candidates legally entitled to work in Canada.

We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.