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EMPLOYMENT OPPORTUNITY CHIEF ADMINISTRATIVE OFFICER

The municipality of Five Rivers, Kent County, NB was created on January 1, 2023, through the Province's Municipal Reform. It includes the former Local Service Districts of Harcourt, Weldford and Richibucto Parish, and the Village of Rexton. This new municipality will serve and support this entire region on local government matters.

We are seeking a highly skilled, team-oriented, and visionary individual to join our municipality as the Chief Administrative Officer (CAO). As the CAO, you will be responsible for providing strategic leadership, managing operations, and ensuring the efficient functioning of our municipality. This is a unique opportunity to make a significant impact on the community and contribute to its growth and development.

Main Duties:

- Work with the Mayor and Council to develop and implement strategic plans, by-laws and policies, and initiatives to support the municipality's objectives and priorities.
- Provide leadership to department heads and staff, fostering a culture of teamwork, collaboration, and accountability.
- Responsible for the day-to-day operations of various departments within the municipality, including finance, administration, human resources, recreation, tourism, operations, and public safety.
- Ensure compliance with applicable laws, regulations, and policies, while maintaining the highest ethical standards.
- Act as the primary advisor to the Mayor and Council, providing guidance on matters related to municipal governance, legislation, and policy development.
- Attend council meetings, committee meetings, and other meetings as required.

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Main Duties (Cont.)

- Represent the municipality in dealings with external stakeholders, including government agencies, community organizations, and the public.
- Foster positive relationships with community partners and engage in community outreach to address concerns and promote transparency.
- Keep abreast of emerging trends, best practices, and legislative changes affecting municipal governance, and provide recommendations for continuous improvement.
- Seek and apply for various provincial and federal funding grants to support municipal initiatives.

Qualifications:

- A degree or certificate in public administration, business administration, or a related field is considered an asset.
- Extensive experience in municipal, public, or private sector management, including a proven track record in a senior leadership role.
- Knowledge of municipal governance, legislation, and best practices would be considered an asset.
- Excellent leadership skills with the ability to motivate and inspire a diverse team.
- Exceptional strategic thinking, problem-solving, and decision-making abilities.
- Excellent communication and interpersonal skills to effectively engage with stakeholders and build relationships.
- Strong financial acumen and experience in budgeting and financial management.
- Demonstrated integrity and ethical conduct in all professional dealings.
- Fluency in written and spoken English is a must; bilingualism (French and English) would be an asset.

To apply for this position, please submit a cover letter and a detailed resume outlining your qualifications and relevant experience to tbeers@5-rivers.ca. Please include "CAO Application" in the subject line of your email. **The deadline for applications is September 1st, 2023**. Visit our website: www.5-rivers.ca

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.