



Town of Stephenville

Chief Administrative Officer (CAO)

The Town of Stephenville is located in scenic Bay St. George. It has a sound economic infrastructure based on longtime commercial interests and industries. It has a 42-bed hospital, a thriving education system including the Provincial Headquarters of the College of the North Atlantic, and a multitude of recreational facilities and activities. It has a wonderful blend of intriguing natural beauty, fascinating history, warm hospitality, and rich cultural tradition. The area is home to a blend of French, English, Scottish and Mi'kmaq ancestries, combining to form a unique mixture of culture and tradition.

Since its beginning in May of 1844, Stephenville has grown significantly. The first census report in 1844 cited 103 inhabitants in the area. The 2016 official Census Canada population was 6,623 and is the service centre for an area of approximately 25,000. Stephenville has grown into an efficient and vibrant community. It is the second largest community on Newfoundland's west coast. It provides an exceptional quality of life and has a high level of industrial activity.

The Town of Stephenville is a great place to work, live and raise a family and is inviting anyone with a passion for local government and a desire to improve the lives of residents and encourage economic growth to apply. Reporting to Council, the Chief Administrative Officer is responsible for 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 to represent the best interests of the Town in its relations with Municipal, Provincial, and Federal Government agencies, as well as with other external stakeholders and the public.

Major Duties and Responsibilities

The Chief Administrative Officer will be responsible for:

- Ensure departmental strategies, plans, and initiatives are aligned with the Town's vision, values, and priorities.
- Promote, communicate, and advance Council's vision, values, priorities, and objectives to Directors and staff.

- Advise Council and recommend actions for the development and implementation of initiatives, projects, programs and policies.
- 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.
- Provide financial oversight for all departments through the finance department personnel, ensuring the efficient allocation of resources and adherence to financial objectives.
- Provide accurate financial reports and forecasts to Council on a regular basis and in collaboration with senior management and council prepare yearly budget for approval.
- Ensure any changes in Federal and Provincial legislation impacting the Town operations are communicated.
- Act in 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.
- Acts as “Head” under the provision of the *Access to Information and Protection of Privacy Act* and is the coordinator of the Town’s Emergency Operations Centre.

Professional Qualifications

The ideal candidate should possess the following:

- Five years of senior management experience with a deep understanding of Public Sector Administration, municipal finance, and governance, supplemented with relevant post-secondary education or equivalent experience in the public or private sectors.
- 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 Jennifer Brake, Town Clerk at jennifer.brake@stephenville.ca no later than 4PM on Wednesday October 11, 2023

If you are an initiative-taking, dynamic leader and have the qualifications please submit a covering letter and resume. The letter and resume should clearly outline how you meet the

qualifications for this position and why you want to work for the Town of Stephenville, and provide at least three (3) professional references.

This is a full-time position with competitive compensation salary with experience and qualifications and a competitive benefits package. 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.