



We're Hiring

Chief Administrative Officer

If you're up for a challenge and want to lead approximately 30 inside and outside workers in the exciting field of municipal administration – we may have the job of your dreams. Stephenville is involved with everything that is good and exciting happening in Newfoundland and Labrador from clean and renewable wind energy, to the refurbishing of the Stephenville airport, and many more economic development opportunities. Stephenville is a 'happening place'. This is a 'happening opportunity'.

We are looking for a competent individual to lead our staff – someone who shares our vision and is passionate about municipal administration. The Chief Administrative Officer is the town's most senior staff position, and the successful candidate will be responsible for overseeing (directly or indirectly) all aspects of the town's day to day inside and outside operations, programs, and services. The CAO will work closely with the mayor and council to continue to develop opportunities for Stephenville.

Drop us a line. Tell us what you have to offer. Let us know how you can contribute to the growth of Stephenville. If you feel you have what it takes to lead our team, we'd love to hear from you.

This is a full-time permanent position that reports to the Town Council of the Town of Stephenville. There is a competitive wage package provided and details of pension and health benefits will be shared with applicants upon request and all those selected for interview. A Bachelor of Commerce or Bachelor of Business Administration (or equivalent) is required and experience in the municipal sector will be looked upon favourably. We are looking for the 'most qualified' candidate possible.

A copy of a detailed job description will be provided to all candidates selected for an interview. Applicants are to submit electronic applications only and a reply of confirmation of receipt of your application will be provided to you.

Applications should be forwarded as follows:

JW Consulting Associates
Chief Administrative Officer - Stephenville
Email: cet@nl.rogers.com

Deadline for receipt of applications is 4:00 p.m. Friday, February 2, 2024 and interview will take place Monday, February 5, 2024. Please include a cover letter, current resume outlining your qualifications for this position, and at least two (2) professional references. A *Certificate of Conduct* will be required of the successful nominee.