



Career Opportunity Chief Administrative Officer (Full-time)

The Town of Borden-Carleton is seeking applications for the position of Chief Administrative Officer. Accountable to the Mayor and Council, the Chief Administrative Officer (CAO) is a senior management position responsible for the strategic leadership and efficient delivery of all the Town's administrative and operational services. The CAO provides highly effective advice, guidance and support to the Mayor and Council in developing and implementing policies and strategies that address the unique qualities and growth needs of the Town.

This is a varied environment where you will be setting and rearranging priorities as needed. While the position reports directly to Council, the CAO must be responsive to residents, managing needs and expectations diplomatically

Skills and Qualifications:

- degree in Public Administration, Business Administration, Accounting, Planning, or related/relevant field (a diploma may be considered with experience)
- certificate in Local Government Administration and/or planning an asset
- experience in managing projects with respect to scope, timelines, and budgets
- two or more years as a senior manager or administrator with proven success
- high respect for confidentiality and diplomacy in all matters
- ability to work flexible hours to accommodate evening and/or weekend meetings and/or events as required
- Specific skills in the following are required: financial management systems, office software applications, human resources, report writing and records keeping.
- Personal suitability, strong communication, self-driven, analytical and leadership skills are essential
- Knowledge of the Municipal and provincial legislation

Responsibilities and Duties: (partial list)

- act as the administrative head of the municipality
- adhere to the PEI *Municipal Government Act* (MGA), Provincial legislation and Town Bylaws & Policies.
- develop operational policies/procedures & bylaw changes

- build and maintain cooperative relationships with residents, businesses, community partners, other municipalities, and external partners
- develop and manage short- and long-term budgets for municipality and projects
- oversee external annual audit and project audits
- negotiate contracts on behalf of the municipality
- ensure municipal resolutions and policies are compiled with and its programs are implemented
- be solely responsible for hiring, directing, managing, and supervising employees and contract service providers of the municipality
- be knowledgeable on, and comply with, all policies and directives of Council and all relevant legislation
- organize, attend meetings and prepare information for Council as required
- draft and administer bylaws
- exercise the powers and carry out the duties and functions assigned to the CAO by Council and by the Municipal Government Act or other relevant Act
- notify Council if any action or inaction by Council or the municipality is contrary to a bylaw or resolution of council or a provision of the Municipal Government Act or another Act or legislation

Position Compensation

Full time permanent position – initial 1 year contract, renewable

40-hour work week: with requirement to attend evening meetings when required

Salary Range: \$75,000 - \$85,000 per year; commensurate with qualifications and experience

All applications must be received by **4:00pm ADT, Friday, January 19 2024**. Please submit your cover letter, resume, and 3 references to jobs@borden-carleton.ca

A detailed job description is available upon request.

Only applications from persons currently with a permanent resident status in Canada and legally qualified to work in Canada will be considered.

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