

TOWN MANAGER

TOWN OF CHANNEL-PORT AUX BASQUES

The Town of Channel-Port aux Basques is recruiting for a new **Town Manager** due to the pending retirement of its current Town Manager. Reporting directly to the Town Council of Channel-Port aux Basques, the Town Manager will provide vision, strategic and inclusive leadership to the Town during times of rebuilding and change. This is an executive position in Southwestern Newfoundland and is your opportunity to make a significant contribution and positive influence on the community. The Town Manager is responsible to Council for the management of all human, financial and physical resources of the Town while providing strategic guidance and advice for the effective delivery and continuous improvement of programs and services to area residents and businesses. The Town Manager provides support and advice to Council on matters relating to the Town and other regional initiatives.

As the ideal candidate and the new Town Manager, you are a proven, strong consensus builder and an exceptional communicator. In addition, you are known for your business sense, leadership and political intuition, your commitment to leading best practices, continuous improvement, service delivery excellence and fiscal accountability.

A day in the life of a Town Manager includes attributes such as:

- Accountable for the overall administrative management of the Town
- Provide progressive advice and guidance to Council
- Direct the department heads in the effective administration and coordination of services to align and support Council's strategic priorities
- Communicate effectively with internal and external stakeholders, public, provincial and federal officials, municipalities, agencies, boards and media.

Key qualifications for this role include:

- **Education** – Post-secondary degree/diploma in engineering, business administration, public administration or any other related field. Consideration will be given to candidates with a combination of education and experience acceptable to the Town. Progressive, current professional development expected.
- **Leadership** – A minimum 5 years of senior managerial experience, preferably in the **municipal** sector or similar organization.
- **Strategic Thinking** - Proven ability to think and act strategically in a multi-stakeholder environment, including the ability to envision and implement strategies among competing priorities.
- **People Leadership** - Exceptional inter-personal skills, including the ability to direct, motivate, evaluate, and recognize staff; proven ability to share knowledge with others; experience in all components of human resource management in a union environment.

- **Relationship Management** - Ability to establish and maintain effective working relations with members of Council, private and public officials, unions, staff and the public.
- **Business Planning & Management** - Experience in business management, planning, budget and finance. Proven judgement in managing and collaborating in local government, business, financial and human resource management best-practices with the ability to communicate and improve organizational effectiveness and efficiency.
- **Program & Change Management** - Experience in successfully leading multi-stakeholder programs and change initiatives, as well as, introducing best practices.
- **Service Delivery** - Ability to identify, understand, meet and/or exceed the requirements of internal and external customers through best-practice concepts, excellent project/time management, analytical/critical thinking, and problem-solving and decision-making skills.
- **Legislation** - Knowledge and experience with applicable legislation and related regulations such as the Municipalities Act, Urban and Rural Planning Act, Public Procurement Act, etc.
- **Communications** - Excellent written and oral communication and presentations skills with a solid track record of public speaking, including effectively dealing with the media.

Salary Range: Salary shall be commensurate based on experience and qualifications. The Town also provides a competitive benefits package.

Hours of Work: Normal Business hours plus after-hours availability. Must attend all Council and Committee meetings as required.

CLOSING DATE: Friday April 21, 2023 by 4:00pm

If you are interested in an opportunity to become part of a dedicated team responsible for providing effective and efficient municipal services and programs for the Town of Channel-Port aux Basques please submit a resume and cover letter electronically to the:

Town Clerk, Nadine Osmond nosmond@portauxbasques.ca

Please quote “**Position - Town Manager**” in the subject line.

The cover letter and resume should clearly outline how you meet the required qualifications and why you should be considered for the position.

In accordance with the Access to Information and Protection of Privacy Act, 2015, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply but advise that only those persons selected for an interview will be contacted. The Town of Channel-Port aux Basques is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format.

If contacted for an employment opportunity, please advise the Town Clerk if you require accommodation.