



Rural Municipality of Murray Harbour

P. O. Box 72 - 27 Faye Fraser Drive

Murray Harbour, PE C0A 1V0

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www.murrayharbour.ca

Employment Opportunity

Chief Administrative Officer

The Chief Administrative Officer (CAO) is responsible for the overall management of village operations, including but not limited to: administration, supervision of staff, regulatory compliance with the various acts and regulations of the Province, providing advice to elected officials, support to Council and its Committees, financial management, execution of strategic plans, and community relations. The CAO also keeps informed on Sewage Utility and Fire Department operations. The CAO reports to Council; direct supervision of the CAO is provided by a sub-Committee of Council.

The CAO will work 12 - 16 hours per week; additional evening (or weekend) hours will be required for regular or special Council meetings, or other special events. Office hours will be set by Council in consultation with the CAO. As per the *Municipal Government Act*, in conjunction with the Sewage Utility Administrator, the Village Office must be open to the public 20 hours per week.

The anticipated start date is June 12, 2020. The successful candidate will be expected to shadow the current CAO in advance of the start date to get familiar with office operations. The successful candidate will be paid for up to 5 hours of orientation. Additional orientation resources will be provided.

The deadline to apply is **May 29, 2020 at 5pm**. *If a suitable application is not received by that time, the posting will remain open until a qualified candidate is found.*

Role and Responsibilities

Meetings of Council

- Preparing and organizing all meeting and public meeting agendas
- Recording the minutes of all regular and special meeting and public hearings
- Providing Council with sound advice on all aspects of municipal governance and legislative requirements
- Delivering agendas with written item reports, including financials, to Council at least 3 days prior to regular meetings
- Having a good working knowledge of Robert's Rules for conducting meetings

Implementing Council Priorities

- Ensuring that the policies, programs, and services of the village are implemented, monitored, evaluated, and reported back to Council
- Answering all public requests, inquiries, and complaints
- Ensuring a high standard of customer service

Bylaws and Policies

- Ensuring all required bylaws, policies, and resolutions are in place and up-to-date
- Preparing resolutions and bylaws for the Village as directed by Council

Financial Management

- Preparing operating and capital budgets for annual and 5-year purposes
- Securing funding for approved budgets and strategic plans

Controlling

- Performing day-to-day accounting of all financial transactions of the Village (e.g., accounts payable and receivable, bank reconciliations, loans, investments, etc.)
- Ensuring accurate records are kept of all financial affairs leading to a clean annual audit
- Presenting a full set of financials outlining the financial status of the Village at every regular Council meeting
- Serving as the Village purchasing agent

Communications

- Communicating with residents, media outlets, and other levels of government
- Maintaining the Village website and information security

Human Resource Management

- Hiring (as necessary) and supervision of employees, as well as periodic performance evaluations
- Managing employee task lists
- Administering payroll and government remittances

Land Use Planning and Development

- Overseeing the completion and implementation of the Village's Official Plan and Development Bylaw (in collaboration with Council, the Planning Committee, and contracted consultants)

Other Duties as Required

- Responding to a variety of day-to-day operational issues (e.g., managing Community Centre security video cameras, setting security codes for locks, booking rentals, maintenance issues, etc.)
- Administering municipal elections (as Municipal Election Officer)
- Prepare funding proposals, Requests for Proposals, Tender Requests, etc.
- Negotiate contracts and purchases on behalf of the Village

Candidates are encouraged to review other information related to the role of CAO and municipal operations as prepared by the provincial department of Municipal Affairs and other organizations. See:

- Chief Administrative Officer (CAO) Roles and Responsibilities: <https://www.princeedwardisland.ca/en/information/fisheries-and-communities/chief-administrative-officer-cao-roles-and-responsibilities>
- Department of Fisheries and Communities - Municipalities: <https://www.princeedwardisland.ca/en/topic/municipalities>
- Local Government Resource Handbook: https://www.princeedwardisland.ca/sites/default/files/publications/local_government_resource_handbook.pdf
- Federation of PEI Municipalities: <https://fpeim.ca/>

Qualifications

Education/Experience

- Post-secondary education or training in public administration or a related field and/or
- Appropriate level of work experience in a relevant field

Personal Qualities

- Excellent communication (written and oral) and interpersonal skills
- Ability to work independently
- Enjoys a dynamic work environment
- Shows initiative and anticipates needs
- Demonstrated ability to solve or identify alternate solutions to problems
- Open to suggestions; flexible and willing to seek out help when necessary
- Organized and detail-oriented
- Willingness to research, self-educate, and train on various issues (e.g., municipal affairs, software, etc.)
- Willing to establish partnerships with the public, non-profit, and senior government agencies
- Community-minded
- Emotional intelligence
- Ability to think 'outside the box'
- Loves the idea of executing Council's vision for Murray Harbour's future

Technical Skills

- Excellent administrative and management skills (e.g., organized, able to direct others, etc.)
- Proficient with Microsoft Office products, particularly Word and Excel
- Experience with Quickbooks Desktop accounting software is an asset

Remuneration

The CAO is paid \$20 per hour. There are no additional benefit packages associated with the position.

To Apply

For further information, please contact:

Christine Jackson, CAO

Email: villageofmurrayharbour@outlook.com

Tel: 902- 962-3835 (during Village Office hours - Wednesday, Thursday, and Fridays, 8 am -Noon).

Please forward your cover letter and resume in confidence by e-mail to villageofmurrayharbour@outlook.com under the subject heading "Application for CAO Position".

The deadline to apply is ~~May 29, 2020 at 5pm~~. *If a suitable application is not received by that time, the posting will remain open until a suitable candidate is found.* **DEADLINE EXTENDED -- PLEASE APPLY ASAP!**

We thank all applicants but only those candidates selected for an interview will be contacted.