



Town of Grand Bank

Employment Opportunity

Chief Administrative Officer

The Town of Grand Bank, or 'Grand Banc', as the first French settlers pronounced it, is located on the southern tip or "toe" of the Burin Peninsula (also known as "the boot"), 360 km from the province's capital of St. John's.

Grand Bank was inhabited by French fisherman as early as 1640 and started as a fishing settlement with approximately seven families. It was given the name "Grand Banc" because of the high bank that extends from Admiral's Cove to the water's edge on the west side of the harbour.

The Town of Grand Bank can attribute much of its past and present growth and prosperity to its proximity to the fishing grounds and its ice-free harbour. Original settlers thrived on trade with the French and a vigorous inshore fishing industry. Grand Bank became the nucleus of the bank fishing industry for Newfoundland and a service centre for Fortune Bay. With the decline of the salt fish industry, the Town's emphasis quickly shifted to fresh fish production. Enterprising businessmen and town planners prepared the way for a fresh fish plant (present day Grand Bank Seafoods Inc.) and a fleet of trawlers. Its current population as contained in the 2021 Canada Census is 2,152.

The Town of Grand Bank is a great place to work, live and raise a family. As a result of the retirement of the incumbent, Grand Bank is hiring a Chief Administrative Officer 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 to provide leadership for all day-to-day operations, budget and financial management services, quality municipal services and programs to stakeholders in accordance with statutory requirements and guidelines, municipal by-laws and policies, and timely and well researched advice to Council. The Chief Administrative Officer will provide key direction in strategic planning and ensure staff are motivated and committed to provide a high level of public service.

The Chief Administrative Officer 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.

This is a fulltime position with competitive compensation commensurate with experience and qualifications and a competitive benefits package.

The ideal candidate should possess a high degree of collaboration, innovation, and creativity arising from experience as an executive level manager; possess a university degree in Business Administration, Commerce, Public Administration, or related program, or any combination of education and experience acceptable to the Town; a minimum of five (5) years progressive senior managerial experience. The candidate will have knowledge and experience in provincial legislation and policy that affects the operation of municipal government including municipal budgeting, financial management, capital works funding program; public works; economic development; and strong interpersonal, written, oral communication skills and be proficient in Microsoft suite. Other qualities required includes a proven reputation for building and leading strong teams, and empowering staff in the delivery of superior services. The ideal candidate will possess exceptional relationship building skills to quickly establish credibility and trust to continually improve the experience of the taxpayer and staff.

Given the nature of this position and the need to respond to municipal issues in a timely manner when required, preference will be given to qualified candidates who reside in or are willing to relocate to Grand Bank.

If you are interested in an opportunity to become part of a dedicated team to provide effective and efficient municipal services and programs, 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 Grand Bank, and provide at least three (3) professional references to:

**LW Consulting
36 Yetman Drive
Mount Pearl, NL, A1N 3A8**

The successful candidate must be willing to relocate and provide a recent Certificate of Conduct and a Medical Certificate from a general physician of their choice. Applicants are to submit their letter and resume electronically to lewisgerard47@gmail.com by 4:00 pm on May 18, 2022.