

Chief Administrative Officer



Mount Pearl is a vibrant, progressive community with an exceptional quality of community life and a strong sense of home. Our City is home to over 23,000 people who live, work and play here and our economy is dynamic and rooted in innovation and excellence. This is an opportunity to lead, grow and develop a very successful and progressive municipality that has a budget of \$50 million. There are over 285 employees who contribute to the City's success. We are seeking a leader who welcomes professional challenges, enjoys positive working environments and strives for continuous improvement.

The role

In this role, you will lead the City administration and provide advice to Council to implement the City's strategic priorities while ensuring the delivery of effective, efficient and sustainable services and programs. The position is vested with the statutory responsibility of both the City Manager and City Clerk, as outlined in the City of Mount Pearl Act. The CAO will build on past successes and assist the City in realizing its full potential; lead and direct the daily operations, budget, assets and resources of the City; lead a team of dedicated employees to provide quality services and programs to residents, businesses and patrons; and build collaborative relationships with the public, council, levels of government, staff, unions and the business community.

The ideal candidate

An energized, passionate leader and team builder who listens, engages and acts to create innovative solutions and effective partnerships with internal and external stakeholders, thinks strategically, focuses on growing and retaining a thriving City through oversight in long-term planning and implementing best practices, ensures effective management frameworks are utilized, and demonstrates commitment to and experience with the delivery of effective and sustainable services and programs consistent with the City's vision.

This leadership role requires relevant academic qualifications, supplemented by experience in progressively responsible leadership and management roles within a diverse, multi-stakeholder environment with a focus on continuous improvement. Demonstrated skills in leading a senior management team, innovation, people management, accountability, results orientated and communication is required. Experience in a municipal environment with a passion for public service and a sense of community is preferred.

Our team is the place for you!

The City offers a respectful, safe and exciting work environment focused on public service, competitive compensation and comprehensive programs in health, wellness and a defined benefit pension with transfer-in options.

Review of applications will begin on July 21, 2017.

Interested applicants may apply, in confidence, by submitting a cover letter and resume in PDF format to caorecruitment@mountpearl.ca.

The City thanks all interested applicants. Selected applicants will be notified if invited for an interview. To check the status of competitions or view the detailed job description, please visit our website at <http://mountpearl.ca/jobs/> or contact Human Resources at 709-748-1095.

