



Chief Administrative Officer (CAO) Village of Salisbury

56 Douglas Street, Salisbury, NB E4J 3E3

506.372.3230 | www.salisburynb.ca

The Village of Salisbury is currently seeking a Chief Administrative Officer (CAO) to join their municipality's team to provide leadership and strategic direction.

KEY RESPONSIBILITIES (INCLUDED, BUT NOT LIMITED TO):

The CAO is the administrative head of the municipality and is responsible for the overall administration of the Village of Salisbury. This position is responsible for ensuring that Council's strategic and business plans, goals and objectives are met while providing advice and support for the daily operations of the municipality.

The successful candidate will be an innovative leader who is comfortable with communicating and collaborating across the organization while building effective relationships at all levels of government, business, and community organizations. They will have demonstrated success in the ability to inspire and encourage staff with a shared sense of motivation and enthusiasm. They will also possess a high level of efficiency and productivity while dealing with a wide variety of tasks.

The successful candidate will possess the following:

- Experience working in a senior managerial role in government.
- A relevant degree in Business or Public Administration, or equivalent.
- Progressive senior managerial experience, preferably in a public sector or not for profit environment.
- Advanced skills in leadership, decision-making and stakeholder relations
- The ability to work with elected officials, community volunteers, boards/committees, and the general public and to achieve effective results in a team setting.
- Demonstrated experience with: Financial and Budgeting Processes, Strategic Planning, Communications/Public Relations, Human Resource Management, Business Development, Capital Planning, Collaboration, Customer Care, Strong management and interpersonal skills.

Accountabilities and Responsibilities

- Provide positive leadership, direction, mentorship, and coaching to the municipal team.
- Ensure operations and budgets align with strategic plans and annual goals.
- Act as the Economic development officer for the Village, working with current and potential new developers to ensure the long-term viability of the community
- Ensure proper financial recording and reporting and budget management
- Recommend progressive and responsive policies, procedures, systems, and investments.
- Embrace innovation concurrent with the continuous pursuit of cost and operational efficiencies.
- Work with Council to help set vision and direction.
- Monitor all matters associated with risk, legal, finance, policy, business development, infrastructure, projects, safety, environment, and community.
- Build and develop relationships with community members, industries, governments, organizations, institutions, and other potential stakeholders.
- Fosters relationships with other municipalities in the region to address common issues

The Village of Salisbury offers a competitive compensation package including medical, dental and pension. Applicants are to express their interest by submitting a CV and cover letter to: carole.theriault@nbse.ca

New Closing Date: March 24, 2022

To learn more about the Village of Salisbury as a desirable place to live and work, we encourage you to explore the description of the area on our website at www.salisburynb.ca

Only those selected for an interview will be notified, although we thank all applicants for their interest.