

# Municipality of Murray River

## 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, financial management, execution of strategic plans, and community relations. The CAO also keeps informed on Fire Department operations. The CAO reports to Council; direct supervision of the CAO is provided by Council.

The CAO will work 20 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*, the Village Office must be open to the public 20 hours per week.

The deadline to apply is February 4, 2022 at 5:00 pm. *If a suitable application is not received by that time, the posting will remain open until a qualified candidate is found.*

### **Role and Responsibilities**

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#### **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.)

## **Communications**

- Communicating with residents, media outlets, and other levels of government
- Work with the Village website webmaster to ensure updated information is posted to website

## **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 Villages' Official Plan and Development Bylaw (in collaborating with Council, the Planning Committee and contracted consultants)

## **Other Duties as Required**

- 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 prepare by the provincial department of Municipal Affairs and other organizations. See:

- Chief Administrative Officer (DAO) Roles and Responsibilities: <https://www.princedewardisland.ca/en/information/fisheries-and-communities/chief-administrative-officer-cao-roles-and-responsibilities>
- Department of Fisheries and communities - Municipalities: <https://www.princedewardisland.ca/en/topic/municipalities>
- Local Government Resource Handbook: [https://www.princedewardisland.ca/sites/default/files/publications/local\\_government\\_resource\\_handbook.pdf](https://www.princedewardisland.ca/sites/default/files/publications/local_government_resource_handbook.pdf)
- Federation of PEI Municipalities: <https://fpeim.ca/>

## Qualifications

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### Education/Experience

- Post-secondary education or training in public administration of 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-education, 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 River

### 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 Simply Accounting software is an asset.

### Remuneration

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- The CAO is paid an hourly rate to be determined. There are no additional benefit packages associated with the position.

### To Apply

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For further information, please contact:

Sandra Edwards  
902-962-3129

Please forward your cover letter and resume in confidence by email to:

[municipalityofmurrayriver@gmail.com](mailto:municipalityofmurrayriver@gmail.com) under the subject heading "Application for CAO Position".

The deadline to apply is **February 4, 2022 at 5:00 pm**. *If a suitable application is not received by that time, the posing will remain open until a suitable candidate is found.*

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