



**Join us in Arcadia, where natural beauty meets community spirit in the heart of New Brunswick!**

Named for its unspoiled wilderness and breathtaking landscapes, Arcadia is home to over 3700 residents, blending rural charm with friendly village vibes. Our stunning backdrop of the Wolastoq (Saint John River), Grand Lake, Washademoak Lake and the Jemseg River sets the stage for endless outdoor adventures, from tranquil boat rides to exploring lush flora and fauna.

Behind this idyllic setting lies a municipality buzzing with activity and opportunity. With a combined operating and capital budget surpassing \$5 million and a dedicated team of 15 full and part-time employees, we ensure the smooth functioning of municipal services. From our five fire stations to managing wastewater systems, community centers, wharfs, and parks, we take pride in maintaining over 380 kilometers of roads across our 821 sq. km expanse.

Arcadia isn't just a place to work—it's a place to call home. Join us in shaping the future of our welcoming community as our Chief Administrative Officer, where your leadership will help us continue to thrive and grow.

**Join us in shaping the future as our Chief Administrative Officer!**

# Advertisement

Chief Administrative Officer, Arcadia



Are you a dynamic and visionary leader ready to inspire and collaborate with our community? We are seeking an individual with a proven track record in municipal leadership, a passion for principled governance, and the ability to foster partnerships that drive growth and innovation.

As our Chief Administrative Officer, you'll be the driving force behind our municipality's strategic direction and operational efficiency. Reporting directly to the Mayor and Council, you will lead a talented team to deliver administrative and operational services while upholding our commitment to fiscal responsibility.

Your role as a key advisor to Council will require exceptional communication skills and political acumen to navigate diverse stakeholder interests. As the ideal candidate, you will develop and implement operational plans that align with our strategic goals, recommending policies and programs that benefit our residents while ensuring accountability and innovation.

Together, we will enhance the growth and development of our community while preserving its small-town charm. Join us in fostering a workplace culture centered on service excellence, innovation, and teamwork, making the village of Arcadia an employer of choice.

If you're ready to make a meaningful impact and lead our organization into the future, we want to hear from you! Apply now and inspire our future together.

## How to Apply

Interested parties can find a detailed job description below.

To explore this opportunity please apply via email with a resume and covering letter by **May 24, 2024**, or sooner [julie.smith@pivotconsulting.ca](mailto:julie.smith@pivotconsulting.ca)

For more information or if have any questions, please contact our Executive Recruiters Julie Smith at [julie.smith@pivotconsulting.ca](mailto:julie.smith@pivotconsulting.ca) or Lisa Doucette at [lisa.doucette@pivotconsulting.ca](mailto:lisa.doucette@pivotconsulting.ca).

*The village of Arcadia is an equal opportunity employer.*

*We thank all applicants, however, only those selected for an interview will be contacted.*



## **CAO (Chief Administrative Officer) Job Description, Arcadia**

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### **ABOUT THE ROLE:**

Reporting to Council through the Mayor, the Chief Administrative Officer (CAO) is responsible for overseeing all functions of the Municipality including leading and directing staff, managing operations, and ensuring that all work is completed within the Council-approved budget. This role is responsible for ensuring there is a strategic planning process and provides expertise on all municipal policies, procedures, and programs. This role manages all Human Resources and Economic Development functions for the Municipality.

### **RESPONSABILITIES:**

The following list of duties is intended to describe the various types of work that may be performed and is not intended to be an all-inclusive list of responsibilities.

#### **Management:**

- Provides efficient administration and operation of the village office and all other departments.
- Is the official link between the Council and Village staff, ensuring the flow of information and directives.
- Develops, coordinates, implements, administers, and monitors policies and programs established by Council.
- Must be familiar with the governmental programs likely to assist the municipality.
- Provides recommendations and assists the Council in establishing effective programs, objectives, and schedules, ensuring that they conform to various municipal, provincial, and federal legislation.
- Provides advice and assistance to Council and staff regarding issues as they may affect municipal operations.
- Ensures that budget guidelines approved by the Council are followed and maintained.
- Maintains awareness of administrative developments within the Village and other levels of government legislation and Municipal trends.
- Attends all Council meetings and makes such observations and suggestions deemed appropriate and expedient with the permission of the Mayor and acts as ex-officio member of all committees, boards, and authorities, as required by Council.
- Coordinates the development and implementation of short and long-range strategies and operating plans for the Village, as approved by Council.
- Is responsible for negotiating contracts and agreements for the Village, whether it be for goods, products, or services.
- Supervises the execution of all contracts and agreements signed by the Village, ensuring that all conditions are respected and if they will not be met, must report it to the Council.
- Initiates, manages, and oversees Economic Development opportunities, soliciting and aiding new business.

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Chief Administrative Officer, Arcadia



- Oversees the publication of all notices, ordinances or other documents required by law to be published and prepares, or approves, all reports which the Village is required by law to prepare.
- Produces and maintains any forms, records, reports, and correspondence as required.
- Recommends and/or provides such professional development, training, and consultation for Council such that Council can function in an efficient and productive manner.

## **Human Resources:**

- Forms and leads a management team consisting of Village/municipal staff.
- Develops and applies personnel policies, procedures and terms of employment which conform to municipal, provincial, and federal legislation.
- Recommends to Council the appointment, promotion, dismissal, suspension, or transfer of all Village employees.
- Conducts regular performance evaluations with senior staff, ensuring that their work is completed within the prescribed timeframes.
- Conducts a thorough annual review of the Village's organizational and departmental structure and recommends changes as needed to improve efficiency and productivity.
- Ensures that systems, policies, and procedures are in place for planning and recording staff orientation and training, including Health and Safety training, assessment of employee performance, and the development of work plans.
- Meets with Village staff as required to ensure that the policies and plans approved by the Council for the efficient operation of the Village are being carried out according to established timelines.
- Ensures that the Village and its employees comply with the Occupational Health and Safety Act and the Village's Health and Safety Policy.

## **Budget Compliance:**

- Works in collaboration with the Treasurer to prepare the annual operational and capital budget and long-term capital expenditure forecast.
- Provides resources to Council such that the annual budget may be duly completed.
- Responsible for the administration of the budget and the monitoring of the work plan after adoption of the budget.
- Regularly reports to Council on the status of the budget and shall make recommendations on any needed alterations, motions, or actions as required by legislation or by emergency circumstances.
- Ensures the calculation of the annual tax rates and the preparation of the by-laws for approval by the Council.
- Ensures that all necessary Tenders, Request for Proposals and Requests for Quotations are prepared and dealt with per the Village's Procurement Policy.
- Develops and prepares policies, procedures, and systems necessary to ensure that effective controls are in place to protect the financial affairs of the Village.
- Facilitates change and in doing so promotes efficient and cost-effective services for the Village.

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Chief Administrative Officer, Arcadia



- Oversees investment of surplus funds of the Village according to the direction of the Council and the policies established.

## **Public Relations Functions:**

- Implements and ensures maintenance of good public relations between staff and the public.
- Acts as a liaison with various organizations, committees, boards, agencies, and authorities, ensuring positive relationships.
- Receives and responds to telephone, letter and in-person inquiries from the public, developers, agencies, and other levels of government.
- Interprets by-laws, resolutions, and policies for interested citizens and ensures that citizens are aware of the intent of Council decisions.
- Represents the Village and/or Council at various functions or circumstances, as directed by Council.
- Responds to media inquiries as directed.

## **Legal Responsibilities:**

- Provides Council with legal advice and interpretation as attained through consultation with the Village's designated legal counsel, on all matters pertaining to decisions of Council.
- Authorize, in the name of the Village, the commencement or defense of a legal action or proceedings before a court, board, or tribunal, including reporting the commencement of the legal action, defense or proceeding to Council.
- Where Council so provides by policy, settle a legal action or proceeding in accordance with the policy.
- Ensures that sufficient liability insurance is provided to Council and to Village employees.
- Ensures the legality of all contracts or agreements entered into by the Village.

## **Professional Responsibilities:**

- Maintains a working relationship with the Capital Region Service Commission (CRSC) staff and shall coordinate and present all planning decisions, resolutions, or other pertinent matters between Council and the CRSC.
- Liaises with the staff of the CRSC and understand all by-laws, regulations, budgets, and operations as they affect the operations and budget of Arcadia.
- Becomes a member of the Association of New Brunswick Municipal Administrators and is encouraged to join other professional associations which furthers their professional growth.
- Together with Council, develop yearly work-related objectives and goals which will form the basis for the CAO's evaluation.
- Is knowledgeable of the Community Planning Act and cognizant of those responsibilities and obligations outlined in the Community Planning Act, Local Governance Act, and any other relevant legislation.

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Chief Administrative Officer, Arcadia



## Other:

- Performs duties of the Clerk and Treasurer, as back-up when required.
- Ensures the confidentiality of all information per the Right to Information and Protection of Privacy Act (RTIPPA).
- Develops and recommends to Council an Emergency Plan pertaining to the health, safety and welfare of the community and the municipal employees.)
- Participates in the implementation of the Emergency Plan to ensure the coordination of municipal, provincial, federal, private, and volunteer services in an emergency to bring the situation under control as quickly as possible.
- Adheres to the Occupational Health and Safety Act and the Village's Health and Safety Policy.

## **KNOWLEDGE, TRAINING AND QUALIFICATIONS:**

- Post-secondary education in a related field such as municipal/public administration, business administration, law, or finance, or several years of equivalent work experience.
- Designation as a Certified Municipal Officer or Accredited Municipal Professional (AMCTO) or ability to obtain such credentials.
- 8+ years of municipal, government, public administration (or related) experience and a minimum of (3) years of direct management experience.
- Knowledge of the Local Governance Act, parliamentary procedures, and other applicable legislation such as the Municipal Elections Act, Freedom of Information and Protection of Privacy Act, ELG regulations, Employment Standards Act and Occupational Health & Safety Act.
- Knowledge of municipal finance and treasury operations.
- Advanced proficiency with Microsoft 365/Office applications and municipal software systems.
- Valid driver's license in good standing with access to a reliable vehicle to use on municipal business.

## **SALARY AND BENEFITS:**

- Salary for the position: \$70,408-\$93,678. A combination of experience and education may be recognized and may be commensurate with the level of remuneration.
- Benefits include vacation, sick leave and participation in the Municipal Administrators Pension Plan and the Health/Life Insurance Benefits Plans.

## **SKILLS AND COMPETENCIES:**

- Ability to interpret and apply policy and legislation.
- Strong decision-making and problem-solving ability and highly adaptable
- Strong oral and written communication skills.
- Strong public relations acumen.
- Exceptional leadership skills.
- Sense of cultural awareness and sensitivity.

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Chief Administrative Officer, Arcadia



- Presentation skills and ability to speak effectively in front of a group.
- Research and analytical ability.
- Ability to deal with frequent interruptions and competing priorities.
- Sense of collaboration and ability to work in a team environment.
- Time management skills with the ability to prioritize tasks and work under deadlines.
- High level of tact, discretion, and confidentiality.