



Employment Opportunity- Town Manager

The Town of Deer Lake is perfectly located within the province of Newfoundland and Labrador as it serves as the central hub between Labrador and the Island of Newfoundland. Beautifully situated at the top of the Humber Valley, Deer Lake serves as the gateway to GrosMorne National Park, Northern Peninsula and Labrador. Home to approximately 5,000 residents, our thriving Town of Deer Lake offers, endless freshwater beaches, a thriving regional airport, and is commonly affirmed as the snowmobile hub of the island.

As a result of the retirement of the incumbent, the Town Council is hiring a Town Manager to provide leadership and direction and shall bear the responsibility for the overall administration of the Town's organization including labour relations, balancing risk management; budgeting; financial analysis and executing all municipal policies set forth by Council. In addition, the manager shall provide broad policy and general guidance to department heads related to operations, fiscal and general management function; and to provide close general supervision to personnel within the administrative department.

Reporting to Council this position is responsible for:

- **Planning, guiding, coordinating and providing general supervision over the work of all departments within the Town's organizational structure. Such departments/divisions include Town Office Administration, Recreation, Arts and Culture Department, Public Works Department as well as Municipal Enforcement.**
- **Serving as a strong liaison between the Fire Department, Search and Rescue and the Deer Lake Airport Authority.**
- **Ensuring staff remain motivated and committed to delivering a high level of public service;**
- **Ensuring council members are informed of all relevant issues to allow Council to make an educated decision;**
- **Directing town operations through department heads, coordinate town-wide management activities and facilitate implementation strategies;**

- **Coordinating all special projects for the Town including capital infrastructure projects, management studies, new initiatives, programming and various professional services;**
- **Delivering a safe and welcoming workplace as depicted within the Town's Safety Plan and the Occupational, Health and Safety Act of Newfoundland and Labrador;**
- **Developing a relationship with Union representation of the Town's employees by overseeing negotiations and executing existing collective agreements in a fair and unbiased manner;**
- **Demonstrating a thorough knowledge of the Municipalities Act of Newfoundland and Labrador.**

The Ideal candidate shall possess:

- 1. A bachelor's degree in political science, business administration, commerce, public administration or any other related field. Consideration will be given to candidates with a combination of education and experience acceptable to the Town;**
- 2. A minimum of five (5) years progressive senior managerial expertise in local government;**
- 3. Good character and integrity;**
- 4. Strong planning and economic development skills;**
- 5. Strong financial management and budgeting skills;**
- 6. Knowledge and experience with the Municipalities Act (1999) of Newfoundland and Labrador**
- 7. Strong interpersonal, written and oral communication skills;**
- 8. Manage a diverse team of subordinates and department heads;**
- 9. Proficient with Microsoft Suite programs.**

Hours of Work:

This is a salaried position consisting of a minimum 35 hours per week. The incumbent will be expected to attend all scheduled council meeting (public or non-public) which regularly occur within the evening hours. In addition, the incumbent shall be on-call for emergency services once every seven (7) weeks to relieve all other departmental managers.

Salary

Salary shall be commensurate based on experience and qualifications. A competitive benefits package shall compliment the commensurate package.



If you are interested in opportunity to become part of a dedicated team responsible for providing effective and efficient municipal services and programs for the residents of Deer Lake please submit a cover letter and resume electronically to the undersigned by **4:00PM on December 2, 2022**.

The cover letter and resume should clearly outline how you meet the qualifications depicted herein and why you should be considered for this noteworthy position.

Maxine Hayden
Town Manager
34 Reid's Lane
Deer Lake, NL A8A 2A2

Email: deerlaketownmanager@nf.aibn.com

The Town of Deer Lake values diversity in the work place and is an equal opportunity employer.

We thank all applicants and advice that only those considered for the position will be contacted.