



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 Gros Morne 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.

The Town Council of Deer Lake is pursuing to hire 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, risk management; budgeting; financial analysis and executing all municipal policies and bylaws 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:

- **Delivering a safe, respectful and welcoming workplace by providing leadership and direction for all staff, departments and divisions.**
- **Providing advice to Council regarding policy, governance and operational matters.**
- **Developing and managing annual budgets and financial plans including capital works.**
- **Serving as a strong liaison between Deer Lake Search and Rescue, and Deer Lake Airport Authority.**
- **Ensuring staff remain motivated and committed to delivering a high level of public service while overseeing human resources and staff performance.**
- **Ensuring compliance with applicable legislation, regulations and Town bylaws.**



- **Building and maintaining a positive relationship with residents, businesses, community groups and government agencies.**
- **Coordinating all special projects for the Town including capital infrastructure projects, management studies, new initiatives, programming and various professional services; and**
- **Developing a respectful relationship with Union representation of the Town's employees by overseeing negotiations and executing existing collective agreements in a fair and unbiased manner.**

The Ideal candidate shall possess:

- 1. A bachelor's degree in business administration, commerce, public administration, engineering or related field with minimum of five (5) years progressive senior managerial expertise in the public-sector**
- 2. Consideration will be given to candidates with a combination of education and experience acceptable to the Town;**
- 3. Professional, ethical with good character and integrity;**
- 4. Strong planning and economic development skills;**
- 5. Strong financial management and budgeting skills;**
- 6. Sound understanding of municipal governance, legislation and administration.**
- 7. Effective interpersonal, written and oral communication skills;**
- 8. An ability to manage a diverse team of subordinates and department heads;**
- 9. Proficient knowledge of with Microsoft Suite programs.**



Hours of Work:

This is a salaried position. 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 in a rotation with department managers for on-call for emergency services 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 **3:00PM on October 23rd, 2026**.

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.

Human Resources
Town of Deer Lake
34 Reid's Lane
Deer Lake, NL A8A 2A2

Email: humanresources@deerlake.ca

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

We appreciate the interest of all applicants. Only candidates selected for an interview will be contacted.