



Employment Opportunity
Town of St. Stephen
Chief Administrative Officer
Competition No. 10-2017

Known as “Canada’s Chocolate Town”, St. Stephen is a border town community located on the bank of the beautiful St. Croix River just across from Calais, Maine. We offer a quality lifestyle with full amenities from exceptional elementary and secondary schools, to an acute care hospital, public library, affordable housing, child care, dentists and year-round recreational opportunities. The Garcelon Civic Center offers an NHL size ice surface, walking/jogging track, leisure and therapy pool, fitness centre and a community centre with a comprehensive array of meeting rooms to suit our cultural, community and conference room needs.

The Chief Administrative Officer (CAO) reports to Council, and is responsible for the effective implementation of bylaws, policies and resolutions adopted by Town Council. The selected candidate will have strong leadership skills and will work actively with Council, staff and the community in achieving desirable results.

The successful candidate will possess a thorough knowledge of all aspects of municipal administration including parks and recreation, engineering and public works, finance, human resources, labour negotiations, municipal legislation and experience in community planning and economic development.

Preference will be given to those candidates who possess:

- A minimum of 5 years directly related experience within a government setting.
- A post-secondary degree program in administration, finance or a related field.
- A Certificate in Local Government.

For a copy of the in-depth job description outlined in By-Law No. A-8, a by-law respecting the duties and powers of the Chief Administrative Officer, please visit our website at www.town.ststephen.nb.ca.

Interested parties are requested to submit a personal resume to Alison Estey, Human Resource and Office Manager. Electronic resumes to aestey@town.ststephen.nb.ca are preferred; however, faxes may be forwarded to 506-466-7701. Please reference the competition number in your submission.

DEADLINE FOR APPLICATIONS IS 12:00 p.m. on Friday, August 11, 2017.