



Part-Time Chief Administrative Officer

Posted by: **Rural Municipality of Morell**

-  Morell
-  \$ \$20.00 - \$25.00 per hour
-  Posted: March 21/2023
-  20 hours per week
-  Starts: April
-  Permanent
-  Expires: April 7, 2023
-  1 Vacancy

Job Description:

Major Responsibilities include but are not limited to:

- Perform duties of Chief Administrative Officer for the Municipality with responsibility for the overall daily administration of the Rural Municipality of Morell.
- Administer the development and implementation of strategic performance management, engagement, and accountability systems.
- Administer the Municipalities financial, statistical, and other information systems.
- Preparation and monitoring of annual budgets.
- Administer the Human Resources functions.
- Prepare minutes and agendas.
- Prepare resolutions, by-laws, and policies.
- Prepare advertisements, publications, and announcements.
- Maintain absolute confidentiality in non-public confidential matters.
- Administer records retention and ensure public access to records available to the public.
- Ensure good relations with other levels of government, residents, PEIFM, businesses, stakeholders, and service providers.
- Represent the municipality as media spokesperson when requested by the Council.
- Other duties as required and directed by Council.

Requirements:

- Broad knowledge and experience of the principles and practices of finance and administration.
- Demonstrated experience in strategic planning and change management, budget and finance, policy development and business operations.
- Skilled in computerized information systems including financial packages, word processors, spreadsheets, databases, and related software.
- Excellent written and oral communications skills.
- Demonstrated initiative, sound judgement and financial acumen.
- Currently legally entitled to work in Canada.
- A passion for excellence in public service management and public engagement.
- Have access to a personal vehicle for conducting Municipal business.
- It is desired that the successful candidate resides in or is willing to work in the municipality.

Please Note: Drop-ins or phone calls to our current CAO about this job will not be accepted.

Please send your resume to:

The Rural Municipality of Morell
PO Box 173
Morell, PE
COA 1S0

Questions about the hiring process or position can be emailed in confidence to info@morell.ca with “**Part-Time CAO Position Application**” in the subject line of your email.

We thank all applicants for their interest, however only those under consideration for the role will be contacted.