



We're Hiring

Town Clerk / Manager

The Town of Bauline is seeking a motivated and career minded individual for the position of Town Clerk / Manager. The Town is positioned on the Killick Coast of the Northeast Avalon in the province of Newfoundland and Labrador, Bauline is a well sought after community that offers an attractive housing market, recreational, and social support programs which make the Town an ideal place to live, work, and raise a family.

The Town Clerk-Manager is the primary contact for Council and staff, and is responsible for reporting to Council as required and for the designated responsibilities as outlined in the Municipalities Act. The individual shall provide leadership and sound advice to all staff and Council, and is ultimately responsible for the day-to-day operations of the Town, while supervising and supporting staff and Council in the decisions rendered to implement within the community and delegate work to the appropriate staff member(s) as required.

The ideal candidate shall have a minimum of 3 years progressive managerial experience or significant experience in public administration with respect to operations, budgeting and finance, human resources, project management, and working within provincial and municipal acts and regulations. The ideal candidate will possess a degree in business, public administration, or Civil Engineering, a diploma in civil engineering technology, a chartered professional accountant, or have extensive experience in a senior administrative role within any level of government with a strong background in HR and communications. A combination of experience and education may also be considered.

Interested applicants shall send a cover letter, resume, and three references to manager@townofbauline.ca no later than Friday January 3rd, 2024. The applicant will be notified of receipt of application. Only those selected for an interview will be contacted.

Hours – 35 hours per week between the hours of 8:30-4:30, Monday to Friday, and all other times as required. In addition to 35 hours weekly, the incumbent must attend all council meetings, committee meetings along with Town events.

Salary – Compensation will commensurate with education and experience

Posted Date - December 23, 2024

Closing Date - January 3rd, 2025

Job Demands

- Responsible for the overall administration and management of the Town on a day-to-day basis
- Shall have general knowledge and involvement with every department operating within the Town Hall
 - Provide visionary leadership to monitor and support the professional development and training needs of staff on a continuous basis
- Provide advice and facts, in conjunction with appropriate staff member(s) to aid council in making decisions
- Provide and maintain a positive working relationship with all members of staff, council, community organizations, business groups, and members of the public
- Oversee the hiring of all future staff members
- Interpret and apply all provincial and municipal standards, acts, and regulations
- Ensure staff and Council follow the Public Procurement Act at all times
- Supervise and delegate all staff to ensure Council and committee decisions and recommendations are followed through
- Act as the contact for all of Council
- Shall lead and play a critical role in the preparation of the municipal budget and make recommendations concerning budget lines, revenues, and expenditures, borrowing and investments, or any other financial matters
- Assist with enforcing the Town's Tax Collection policy where taxes are delinquent and shall take other appropriate action as necessary (or as directed by Council) for the collection of outstanding payments and taxes
- Ensure effective control over all expenditures within the Town and ensure staff follow purchasing policies and procedures and expenditures fall within the approved budget
- Actively search and apply for grants and funding opportunities.

- Communicate respectfully and accurately with residents surrounding any issues, complaints or concerns that are brought forward in a timely and appropriate manner.
- Shall act as the returning officer and perform all required duties under the Elections Act for all municipal elections and/or by-elections
- Seek legal advice on behalf of the Town as required
- Ensure a respectful workplace for all employees that is free of intimidation and harassment.
- Work to resolve employee concerns or settle disputes and differences either directly, in consultation with others, or through established and acceptable procedure.
- Represent the Town at any/all appeals in front of the Regional Appeals Board
- Communicate all decisions of Council to the appropriate staff member(s) and delegate/oversee the work as required
- Follow specific directions given by Council and ensure all decisions are legal and follow professional ethics
- Attend community events as an official representative of the Town including those that occur on weekends and holidays
- Attend all committee(s) of Council meetings, Committee of the Whole meetings, and Council meetings, which may or may not take place out of regularly scheduled work hours
- Act as an emergency contact for the Town before, during, and after any severe event, and deploy outside maintenance staff as required, and follow the adopted safety and emergency plan
- Shall carry out all other reasonable duties and responsibilities related to the position of the Town Clerk/Manager as directed by Council to ensure the safe, efficient, and overall effective operation of the Town on a day-to-day basis and all other duties and responsibilities related to this position as required by law.