



Hiring a Chief Administrative Officer

The Town of Harbour Grace is located on Route 70 in scenic Conception Bay approximately 33 km from the Trans-Canada Highway (TCH) and 100 km from St. John's, the capital city of Newfoundland.

The Town was incorporated in 1945 and has a rich history dating back to 1517. The Town has had many famous inhabitants but none more notorious than the pirate Peter Easton. Easton, who is still regarded as one of history's most successful pirates, served as Commander of a small fleet during which time he is said to have rescued the "Irish Princess" Shelia NaGeira from the Dutch.

The Town has a rich aviation history due to the development of an airfield in the 1920's. One of the most celebrated figures was Amelia Earhart who, in 1932, departed from Harbour Grace to become the first woman to fly solo across the Atlantic. To commemorate the Town's aviation history, the Spirit of Harbour Grace, a DC -3 airplane with call sign CF-QB1 currently sits on the banks of the harbour.

Over the years, the Town has established a strong commercial base and with its rich history offers its 2,796 residents a great balance of modern conveniences with quaint country living. In recent years the Town has become a preferred destination for the many tourists visiting the area to enjoy its attractions. From the pirating fights of Peter Easton and the pioneering flights of Amelia Earhart to historical sites and buildings, Harbour Grace has long been the centre of excitement, adventure and beauty.

Harbour Grace is hiring a Chief Administrative Officer (CAO) and is inviting anyone with a passion for local government and a desire to improve the lives of residents and encourage economic growth to apply. Reporting to Council, the CAO is responsible to provide leadership for all day-to-day operations, quality services and programs to stakeholders in accordance with statutory requirements and guidelines, municipal by-laws and policies, and timely and well researched advice to Council. The CAO will provide key direction in strategic planning and ensure staff are motivated and committed to provide a high level of public service. The CAO acts as "Head" under the provision of the *Access to Information and Protection of Privacy Act*.

The ideal candidate should possess a high degree of collaboration, innovation, and creativity arising from experience as an executive level manager; possess a university degree/diploma in Business Administration, Commerce, Public Administration or related academic education, together with a minimum of five (5) years progressive senior managerial experience. The candidate will have knowledge and experience in capital works funding programs; proposal writing; economic development; and interpersonal, written and oral communication skills. Other qualities required include a proven reputation for building and leading strong teams, and empowering staff in the delivery of superior services. The ideal candidate will possess

exceptional relationship building skills to quickly establish credibility and trust to continually improve the experience of the taxpayer and staff.

This is a fulltime position with competitive compensation commensurate with experience and qualifications and a competitive benefits package.

The successful candidate must be willing to live within a thirty (30) minute commute of Harbour Grace.

If you are interested in an opportunity to expand your professional career to new levels of achievement, please submit a covering letter outlining how you meet the qualifications for this position and why you want to work for the Town of Harbour Grace, and a current resume containing at least two (2) professional references to dsgn61@gmail.com by 4:00 pm December 5, 2025.

We thank all applicants and advise only those considered for an interview will be contacted.