

Employment Opportunity:
Clyde River Chief Administrative Officer

Position: Chief Administrative Officer

Responsible to:
Council for Rural Municipality of Clyde River

The Community:

The beautiful Rural Municipality of Clyde River is located about 20 kilometers west of Charlottetown. Its population is approximately six hundred and fifty (650). The Clyde River Council is currently developing the Official Land Use Plan for Clyde River.

Nature of Work:

The Chief Administrative Officer (CAO) is responsible for the administration and overall day-to-day management of the municipality's operations and reports to Council. The duties of the CAO are laid out in part in the regulations of the Prince Edward Island Municipal Governance Act.

CAO Duties:

- interpret and apply rules and regulations of the Prince Edward Island Municipal Governance Act (MGA)
- interpret and apply rules and regulations of the Official Plan and Development By laws
- source and complete applications for funding
- apply and follow permit procedures, and respond to any related public inquiries
- manage finances, including banking, bill payment, payroll, cash flow etc.
- prepare the annual budget and present it at Annual General Meeting
- manage facilities and supervise staff
- engage the public via updates and promotion on clyderiverpei.com and the Clyde River Facebook page
- record Council meeting minutes
- organize special Council meetings
- coordinate special projects
- circulate documents relating to Council business
- respond to public inquiries and provide advice to members of the public,
- develop good working relationships with council members, residents and government partners
- attend Council meetings which are held in the evening, approximately 10 times a year
- other duties as required

Qualifications, experience and skills:

- Working knowledge of computer software (ie. Microsoft Word and Excel)
- Training and experience in the application of accounting principles
- Ability to work both independently and as a team player
- Ability to deal with public
- Experience in building good working relationships

Type of position:

- part-time, with up to 20 hours per week
- Work hours are flexible.

Remuneration:

- To be negotiated, commensurate with experience

Deadline: Please reply to administrator@clyderiverpei.com by June 30th, 2023