



## **Town Manager and Secretary of the Corporation of St. George**

Our client, The Corporation of St. George is currently recruiting for a Town Manager and Secretary of the Corporation of St. George. (Town Manager) Working under the direction of the Mayor and Elected Members, the successful candidate will be responsible for the efficient management and operation of the affairs of the Town in accordance with the Bermuda Law, Town Policy and Ordinances. The Town Manager is responsible for the implementation of all policy set by the Elected Members and shall also be responsible for the smooth and efficient operations of the Corporation office, providing guidance and direction to the office staff. For additional details, please email for a copy of the job description.

### **Key Requirements & Attributes:**

Interested persons must possess the following:

- A Master's degree in Public Administration or related field preferred; a Bachelors degree in Finance; Management or Public Administration is required
- At least eight years relevant experience in municipal government or a related field with at least five years' in a managerial role. Prior experience in Collective Bargaining is desirable
- Knowledge of public administration and public sector management principals, policies and practices with the ability to interpret and apply municipal policies and procedures, Town ordinances and government statutes.
- Working knowledge of the principals and practices of municipal finance, budgeting, and personnel administration.
- Excellent interpersonal skills with the ability to communicate clearly in written and oral form including the ability to represent the Town at public meetings.
- The ability to establish and maintain harmonious relationships with Town officials; constituents; key stakeholder groups and employees.
- Proficiency with computer software systems.
- The ability to work on and implement strategic projects which require a substantial degree of professional judgment and conceptual thinking.
- A strong sense of urgency, practicality and integrity with the ability to handle and balance multiple priorities with excellent time management skills
- A willingness to work outside normal office hours when required
- A high degree of initiative; cooperative spirit and ability to work well in an open and team focused environment

Interested persons should apply no later than **October 17th 2014** by submitting their resume and the names of two professional references to:

### **Performance Solutions Limited**

Suite 350, 48 Par la Ville Road, Hamilton HM 11

Email: [HR@psolutions.bm](mailto:HR@psolutions.bm)

Fax: 441-232-9491 Phone: 441-232-5270