



EMPLOYMENT OPPORTUNITY

General Manager

This is a full-time permanent position working for the Northern Peninsula Regional Service Board (NPRSB). NPRSB is responsible for implementing a waste management strategy that is sustainable and serves all residents and businesses in the Northern Peninsula region. NPRSB is directed by the Regional Service Board Act and governed by the NPRSB Board of Directors. This position as the General Manager has the overall responsibility for all Board departments. The General Manager is expected to exercise a considerable degree of independence, initiative, and judgment. The General Manager also provides guidance and direction with visionary and innovative leadership, supervision, and management of employees.

ORGANIZATIONAL INFORMATION:

Salary grade: Unassigned; at discretion of Regional Service Board. Work location is St. Anthony, NL. Generally scheduled work hours are 8AM-4:30PM, Monday-Friday. Frequent evening meetings are required.

EXAMPLES OF WORK DUTIES:

- Administer the day-to-day operations with policies established by the Regional Service Board, which include providing waste management service and regional landfill sites; company assets; infrastructure, waste collection trucks, pick-up trucks, excavators, and loaders.
- Manage human resources including recruitment, supervision, and performance management.
- Manage operating budget.
- Manage and maintain respectful and meaningful relationships.
- Ensure annual reporting requirements are met.
- Pursue additional funding, as directed by the board.
- Manage financial contribution agreements.
- Ensure a proper record of minutes is maintained for all Board meetings.
- Ensure Board members have relevant briefing documents to properly prepare for meetings.
- Implement Board decisions & policies through staff work plans.

- Provide advice and guidance to the Board, as requested by the Board.
- Setting goals and objectives to meet the operational needs of the Board.
- Directing the development and administration of the Board's budget.
- Overseeing development, planning, and implementation of strategic plans.
- Attends Board meetings and presents reports and recommendations deemed necessary or as requested by directors of the Board.
- Communicates orally, and in writing, with customers, the public, civic groups, and the Chair and Board directors to resolve concerns and problems,
- Remains informed about issues discussed by the Board.
- Responds to and resolves difficult and sensitive employee, resident, and other stakeholder inquiries and complaints.
- Maintains responsibility for intergovernmental relations with towns, public and government.
- Provides overall organizational leadership and promotes the organizational values.
- Supervise, direct, and manage staff responsible for finance, human resources, collections, waste operations, administration, public relations, and programs.
- Perform other such duties as may be prescribed by the Board.

REQUIREMENTS

- ❖ Business or office administration diploma with related work experience. A combination of work experience and education will be considered.
- ❖ Experience with financial management including funding proposals, budget development and reporting.
- ❖ Excellent writing, communication, and organization skills.
- ❖ Demonstration of leadership skills and supervisory experience.
- ❖ Experience with accounting software such as Sage, QuickBooks, or equivalent.
- ❖ Knowledge and experience with Microsoft Office 365 programs.
- ❖ Class 5 Driver's license.

If you are interested in this opportunity, please submit a cover letter and resume to:

Email: info.nprsb@nf.aibn.com

Fax: 709-454-3818

Mail: P.O. Box 130 St. Anthony, NL

In-person: NorPen Office, 171-173 West Street St. Anthony, NL

Deadline to apply: Until position is filled.