



Municipality of the District of West Hants/Town of Windsor
In cooperation with Department of Municipal Affairs
TRANSITION COORDINATOR
Contract Position



The Municipality of the District of West Hants and the Town of Windsor in consultation with the Department of Municipal Affairs require the services of a TRANSITION COORDINATOR. This is a contract position for a seventeen month period beginning in November 2018 and concluding in March 2020.

The Transition Coordinator (the Coordinator) facilitates an effective and efficient consolidation of the Town of Windsor and the Municipality of the District of West Hants. This will require working not only with the legislatively mandated Transition Committee, but also working with municipal councils and communities encompassed by the combined consolidation.

The Coordinator is required to Chair meetings of the Transition Committee as defined in ***the Region of Windsor and West Hants Municipality Act***.

The Transition Coordinator will develop a Terms of Reference for the Transition Committee (as defined in the Act) and schedule regular meetings with the Committee at least monthly or more often as required.

The Transition Coordinator will develop a strong working relationship with the Department of Municipal Affairs (DMA) and other provincial departments and agencies that are affected by the consolidation of the Town of Windsor and the Municipality of the District of West Hants to a Regional Municipality.

A detailed job description can be found at
<http://www.town.windsor.ns.ca/employment-opportunities.html>
<http://www.westhants.ca/employment-opportunities/>

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume electronically with cover letter, to the attention of the undersigned, no later than 4:00pm Tuesday, 20 November 2018

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