



## **Chief Administrative Officer**

### **Municipality of the County of Victoria, Nova Scotia**

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The Municipality of the County of Victoria is located on beautiful Cape Breton Island in Nova Scotia. With a population base of 7,000 people, it is situated on the world famous Cabot Trail and home to many great attractions such as the Alexander Graham Bell National Historic Site, Cape Breton Highlands National Park, as well two of Canada's top golf courses – Highlands Links and Bell Bay.

This is a region with a big heart with many opportunities to grow, and on their behalf, we are seeking a highly-respected and innovative leader as their Chief Administrative Officer.

As Chief Administrative Officer, you are responsible for managing the daily activities of the Municipality in accordance with the Municipal Government Act. Working with a Council of eight members, including the Warden, you will be accountable for providing leadership in developing and implementing policies and programs within the Municipality.

In this role, you will provide timely guidance to Council and under their direction ensure that all programs and services are carried out effectively. A strong leader and facilitator, you will support staff in achieving their performance objectives. You will liaise with stakeholders, other municipal units and levels of government on key projects affecting the Municipality.

As the ideal candidate, you have several years' experience in government, business or the not-for-profit sector. You have appropriate academic credentials and a solid track record building consensus and promoting cooperation among elected officials, senior staff, employees, citizens, neighbouring municipalities, and key stakeholders.

You are familiar with the issues and challenges facing rural municipalities and understand best practices in economic development, financial, administrative, operations, human resources and governance. You have a successful track record of accomplishments behind you and possess well-developed personal qualities including communication, problem solving and leadership skills. A strong motivator, you are able to establish clear performance objectives and provide overall direction to staff to help them achieve their goals.

If this is you, please forward your resume and a thoughtful letter explaining how your background and experience meet the needs of the Municipality of the County of Victoria. Applications can be emailed to Gerald Walsh Associates Inc. at [apply@geraldwalsh.com](mailto:apply@geraldwalsh.com), quoting project number **1742** in the subject line. We invite applications from all qualified candidates.