



Chief Administrative Officer Town of Woodstock, New Brunswick

New Brunswick's First Town – the Town of Woodstock – is a vibrant, prosperous community located on the Upper Saint John River Valley, about one hour north of Fredericton. While respecting the past but looking toward the future, Woodstock has become the retail and commercial hub for key industry sectors such as agriculture, forestry and transportation.

On their behalf, we are seeking a highly-respected and proven leader as its Chief Administrative Officer.

What qualities are needed as CAO?

As CAO, you are the senior administrative leader of the Town – accountable for managing its activities in accordance with the Municipalities Act of New Brunswick. You are responsible for providing timely guidance to an experienced Mayor and Council of seven members and under their direction ensure that all policies, programs and services are carried out effectively.

Ideally, you have several years' senior leadership experience in government, business or the not-for-profit sector. You have academic or professional credentials in business, economic development, labour relations, financial management, urban planning, or a related field and a solid track record building consensus among various stakeholders such as elected officials, senior staff, employees, other levels of government, and citizens.

You are familiar with the challenges facing rural municipalities and understand best practices in economic development, financial management, administrative, operations, human resources and governance. You have a successful track record of accomplishments and possess well-developed personal qualities including integrity, personal values, communication, problem solving and leadership skills.

Lastly, you have proven experience working with an elected Board or Council and bring a complete understanding of governance.

Sound like you? If so, write us a letter explaining how you can be the CAO they need. You can attach a resume as well. You can email this information to us at apply@geraldwalsh.com, quoting project number **1706** in the subject line.