

Chief Administrative Officer

Municipality of the County of Kings, Nova Scotia

The Municipality of the County of Kings is located in the scenic Annapolis Valley along the Bay of Fundy. With a population base of 50,000 people – the third largest municipality in Nova Scotia – Kings has a diverse economy consisting of agriculture, manufacturing, sustainable energy, ICT, tourism, education, and services. It also the home of Acadia University and two campuses of Nova Scotia Community College.

It is a thriving, growing community and, on their behalf, we are seeking a highly-respected and innovative leader as their Chief Administrative Officer.

What qualities are needed as CAO?

As CAO, you are the senior administrative leader of the Municipality, responsible for managing its activities in accordance with the Municipal Government Act of Nova Scotia. Working with a Mayor and nine Councilors, you will provide timely guidance to them and under their direction ensure that all policies, programs and services are carried out effectively.

Ideally, you have several years' leadership experience in senior administrative or management roles, preferably in municipal government. You have suitable academic or professional credentials and a long history building consensus among various stakeholders such as elected officials, staff, other levels of government, and citizens.

You understand the issues and challenges facing municipalities and are familiar with best practices in economic development, financial management, administration, operations, human resources and governance. You have a successful track record of accomplishments and possess well-developed personal qualities in communications, problem solving, leadership, and, most important, integrity.

A strong leader and facilitator, you will support staff in achieving their performance objectives. You will also keep an open line of communication with residents to ensure they are aware of major policies and initiatives being undertaken. Lastly, you have proven experience working with an elected Board or Council and bring a complete understanding of governance.

Does this 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 **1722** in the subject line.