

Advertisement Content



Town of Sackville

Chief Administrative Officer

Incorporated in 1903, **Sackville** is a historic and picturesque New Brunswick town that serves as a gateway to Nova Scotia and the Tantramar Marshes. The Town of Sackville is a successful and progressive municipal corporation in New Brunswick, Canada and home to Mount Allison University, a primarily undergraduate liberal arts university that has been ranked by MacLean's magazine as the #1 undergraduate university in the country for 19 out of the past 25 years. A balanced mix of retail, professional and arts-related businesses, along with light to medium industry and traditional farming are all found in Sackville. With annual operating budgets of over \$10 million in General Services and over \$1.7 million in water and sewer Services, and a full-time workforce of approximately 40 employees, the Town provides a broad range of programs and services including the maintenance of a wide variety of assets that contribute to the quality of life that Sackville has become known for.

The Town of Sackville is seeking a **Chief Administrative Officer (CAO)** who will act as the head of the administrative branch of the municipal government of Sackville. The CAO is responsible to Council for ensuring the effective administration of the affairs of the Town of Sackville in accordance with applicable legislation and by-laws and all policies and resolutions adopted by Council. The CAO keeps Council consistently up to date on all of the Town's affairs and operations and recommends appropriate actions for ensuring the welfare of the Town in compliance with the Local Governance Act and other applicable legislation.

The CAO also acts as the Chief of Staff and has oversight of the performance of all Directors of the municipality, including the Town Clerk, and ensures the accurate preparation and timely submission of all required reports and recommendations. The CAO will also serve as the Communications Officer for the Town of Sackville, the Emergency Measures Coordinator and primary liaison to the local detachment of the RCMP. Residency in Sackville is strongly preferred.

As the ideal candidate, you have a successful track record of senior leadership experience, ideally within a public sector/municipal environment, a post-secondary degree and ten plus years of experience managing a broad range of financial, operational, administrative and human resources functions. A natural collaborator with strong interpersonal and communication skills, you have a well-earned reputation for building consensus and effective working relationships with a diverse group of stakeholders. You are experienced in navigating the various channels of government and can objectively evaluate and assess policies and legislation which can impact upon the Town of Sackville. You will bring a wealth of relevant knowledge and experience to this role and lead by example in working towards a common vision of providing optimal service for residents of the Town of Sackville.

If you are interested in this unique opportunity, please contact Erica Armstrong or Jeff Forbes at <https://kbrs.ca/Career/13516>.