

Chief Administrative Officer (CAO) Position Available Municipality of the County of Cumberland, Nova Scotia

The Municipality of the County of Cumberland is seeking an experienced and highly respected municipal leader for the position of Chief Administrative Officer (CAO) for the Municipality.

The Municipality is a progressive municipal government located in northwestern Nova Scotia. Bordered by the Province of New Brunswick to the north, Cumberland County contains the only land entry points to the Province of Nova Scotia. The Municipality has a population base of approximately 20,000 residents and is the largest rural municipality in Nova Scotia in terms of geographical size. During summer months our population swells with thousands of people enjoying recreational properties and attractions on our Northumberland Strait and Bay of Fundy shorelines.

What qualities are needed as a CAO?

Reporting to a Council of nine members (including the Mayor), the CAO will lead our senior management team and staff by developing and implementing services, programs, projects, policies, strategies, and objectives. This position is responsible for overseeing all municipal services including human resources management and development, finance, engineering, public works, fire services, parks, recreation, infrastructure, and legislative services.

As a leader and facilitator, the successful applicant will support senior management and staff in establishing and achieving their performance objectives. The CAO will also liaise with stakeholders, other municipal units and levels of government on significant projects affecting the Municipality. Skill and respect for governance process and the roles of elected officials, volunteers, and members of the public is critical to the role.

A complete position description can be found here <https://cumberlandcounty.ns.ca/employment-opportunities.html>

The successful applicant will have relevant post-secondary academic qualifications and experience, as outlined in the CAO position description.

To apply, please submit a covering letter and detailed resume in confidence to caohire@cumberlandcounty.ns.ca by 1:00pm, February 26, 2021. Enquiries may be directed to the Chair of the CAO Recruitment Committee, Mayor Murray Scott, mScott@cumberlandcounty.ns.ca.