



Chief Administrative Office Municipality of the County of Annapolis, Nova Scotia

Located in the beautiful Annapolis Valley of Nova Scotia, about two hours from Halifax, the [County of Annapolis](#) offers an exceptional quality of life, an abundance of arts, culture and heritage, numerous recreational opportunities, and a diverse economy.

On their behalf, we seek a skilled and highly collaborative leader to assume the role of Chief Administrative Officer.

As CAO, you are responsible for managing the day-to-day operations of the County in accordance with the Municipal Government Act of Nova Scotia. Reporting to a Council of eleven members, you will be accountable for providing sound strategic and operational leadership in developing and implementing policies and programs. In this role, you will provide timely advice to Council and, under their direction, ensure that all programs and services are carried out effectively.

A strong manager of people, you will support departmental managers and all staff in achieving their performance objectives. You will liaise with stakeholders, other municipal units, and levels of government on critical issues affecting the County. In particular, you will focus on economic development activities to ensure the sustainability of this region.

What qualities are needed in this role?

As the ideal candidate, you have leadership experience in administrative or management roles, preferably within a municipal government CAO governance model. However, the Municipality is open to considering candidates from other levels of government or the public sector.

You have suitable academic or professional credentials and can build consensus among various stakeholders such as elected representatives, staff, other levels of government, and citizens. In addition, you are familiar with the issues and challenges facing rural municipalities. You also bring an understanding of best practices in economic development, finance, administration, operations, human resources, and governance.

You have a successful track record of accomplishments and possess well-developed personal qualities, including communication, problem-solving and leadership skills.

Does this sound like you? If so, please forward your resume and a letter explaining how your background and experience meet the needs of the Municipality of the County of Annapolis. Applications can be emailed to Gerald Walsh Associates Inc. at apply@geraldwalsh.com, quoting project number **1955** in the subject line.

We encourage applications from all qualified candidates, including Indigenous persons, persons with a disability, racially visible persons, women, and persons of a minority sexual orientation or gender identity.