



Join the Town of Mahone Bay as Deputy Chief Administrative Officer

Who we are

Mahone Bay, located on Nova Scotia's South Shore, is a welcoming community where people in all stages of life, and with different ambitions and aspirations, choose to live to enjoy exceptional quality of life filled with leisure and nature. The town was voted one of the most picturesque in Canada in 2021 and has recently enjoyed a growing reputation as a haven for entrepreneurs and business startups.

We are a small but ambitious municipality with about twenty full-time staff, a provider of quality services to a growing population of a little over one thousand residents, and an environmental leader with our own locally-owned and operated electrical utility.

What we are looking for

You are excited about the prospect of working in municipal government, the level of government closest to the people. You are a strategic thinker with a strong passion for community, you have respect for the role of the Council in decision-making and are skilled at building and maintaining professional relationships. You have a reputation for providing clear program and policy advice. You have a collaborative leadership style, are a great multi-tasker, and don't mind getting your hands dirty as necessary.

Duties and Responsibilities

As the Town's second most senior appointed official, the Deputy CAO provides forward thinking leadership, technical and managerial expertise to guide the organization in delivering the programs and services as identified by Council. The Deputy CAO is a member of the Town's Management Team and works with the CAO in the implementation of Council's strategic priorities. The Deputy CAO is also responsible for the management of the Administration Department and plays a key role in maintaining relationships with contracted service providers. The work of the Deputy CAO is performed with a wide latitude for independent judgment and action under the overall direction of the Chief Administrative Officer.

Fine Print

A complete job description is available online at www.townofmahonebay.ca.

Competition closes April 17th, 2023

Please send your resume along with three professional references and contact information, in confidence to Dylan Heide, Town of Mahone Bay CAO at dylan.heide@townofmahonebay.ca.