

Chief Administrative Officer

Nestled in southwestern Nova Scotia, just 90 minutes from Halifax, the Region of Queens Municipality beckons with its natural wonders. Picture yourself exploring Kejimikujik National Park, the UNESCO Southwest Nova Biosphere Reserve, and captivating seacoast locales.

On their behalf, we are seeking an exceptional leader to step into the role of Chief Administrative Officer. Reporting to the Mayor and a seven-member Council, you'll be responsible for oversight and management of all administrative and financial functions, including human resources, legal, financial planning and controls, economic development and planning, infrastructure management, and program and service delivery.

Qualities we seek in a CAO:

A master builder of relationships, you thrive on forging strong connections, particularly in the municipal government arena. Your exceptional leadership skills allow you to guide and inspire a diverse and multi-generational workforce, offering valuable mentorship and coaching.

Your academic background includes a post-secondary degree in public administration, business administration, or a related finance field. A professional designation or master's degree in a relevant discipline would be an asset.

Your financial expertise shines through with experience managing substantial budgets and an innate understanding of municipal finance and accounting. Visionary by nature, you've spearheaded and executed strategic plans that have propelled organizations forward. Additionally, you've successfully implemented training and development initiatives while establishing effective succession plans.

Your adeptness at engaging stakeholders, including elected officials, staff, government bodies, and the community, has fostered consensus-building and effective collaboration.

Your advisory skills are unparalleled. Elected representatives value your insightful analysis and forward-thinking guidance, which shape their high-quality decision-making.

To discover more about this remarkable opportunity, please refer to the [full role description](#).

If you embody these qualities, we invite you to send your resume and a letter outlining how your background aligns with the Region of Queens Municipality's needs. Please email your application to Gerald Walsh Associates Inc. at apply@geraldwalsh.com, quoting **project number 1972** in the subject line.

At the Region of Queens Municipality, we embrace diversity and encourage applications from all qualified candidates. We especially welcome submissions from Indigenous individuals, persons with disabilities, racially visible persons, women, and those with minority sexual orientations or gender identities. Join us as we shape the future of our vibrant community.