

# Region of Queens Municipality

## Chief Administrative Officer

The Region of Queens Municipality is seeking a Chief Administrative Officer (CAO) to lead the administration of the municipality, and to support the Council in the fulfillment of its aspirations to be a trusted, high performing, collaborative, solution focussed municipal government.

Spanning approximately 2,760 square kilometers, Region of Queens Municipality has pristine wilderness areas inland and picturesque coastal communities on the Atlantic ocean. The total population is approximately 10,400, with a diverse mix of residential settlement patterns throughout the region. The municipality is governed by a Mayor and seven councillors. The annual budget is approximately \$30 million, with a staff complement of about 120 employees, including both unionized and non unionized positions. The municipality owns and operates central water and wastewater systems, landfill and municipal recycling facilities, municipal roads, Queens Place Emera Centre recreational facility, municipal buildings, parks and trails, and other facilities.

High on the list for Council is finding a CAO who can drive the development of a strategic and operational planning framework that reflects Council's priorities, as well as the operational imperatives and initiatives required to strengthen existing programs and services. The Council understands that an engaged and motivated staff team is essential to the fulfillment of its mandate and is looking for a CAO to create an organization that becomes the Employer of Choice within the region.

### **As the ideal candidate you are:**

- A strategic thinker with exceptional organizational skills and able to maintain order in a fast-paced and dynamic environment.
- Skilled at navigating the administrative and political dimensions of the CAO role, with loyalty to the primary role of Council to govern the municipality.
- Committed to transparent and robust communication and information sharing with Council, the administrative organization, and the community.
- A collaborative and supportive administrative leader who is adept at developing and building the staff team throughout the organization and has a proven ability to champion and implement change.



### **Region of Queens Municipality**

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- Committed to engaging with community, and collaborating with and supporting government and institutional partners, and community organizations.

**Preferred qualifications for the CAO include:**

- 5 to 10 years of senior level leadership experience with responsibility for managing a team in a complex and dynamic environment.
- Considerable experience reporting to a governance body/official, preferably with direct experience reporting to a municipal council.
- Results driven and strategic, with proven ability to develop and implement multi-year strategic action and operational plans aligned with financial and human resources.
- Strong financial management skills with experience developing multi-year operating plans and capital improvement plans, preferably with knowledge of asset management planning.
- Excellent communication skills, with proven experience in developing and supporting the development of robust decision-making documents for council consideration.
- Thorough knowledge of municipal operations, including knowledge of provincial and municipal legislative and policy frameworks.
- Post secondary degree in a discipline related to municipal service delivery, with a post-graduate Masters in Public Administration considered an asset.

The Region of Queens Municipality will offer a competitive salary and benefits package to the successful candidate.

Qualified candidates are invited to apply with their resume and cover letter by March 26, 2025 or sooner to [dmcdougall@regionofqueens.com](mailto:dmcdougall@regionofqueens.com) with "CAO application" in the subject line.

The Region of Queens CAO Selection Committee thanks all interested applicants, however, only those selected for the interview process will be contacted.

The Region of Queens Municipality understands the value of diversity in our communities and our staff. We continuously strive to be a diverse and inclusive workforce. We encourage applications and self-identification from African Nova Scotians, racially visible persons, women seeking nontraditional positions, persons with disabilities, Indigenous persons, and 2SLGBTQ+ individuals.

During the recruitment process, applicants have the right and are encouraged to request an accommodation should they need.