

Extraordinary Employment Opportunity!



Chief Administrative Officer

Annapolis Royal, a historic small town located in Nova Scotia's beautiful Annapolis Valley, is known as the Cradle of Our Nation. The community is seeking applications from qualified individuals for the position of Chief Administrative Officer – a critical role for the sustainability and growth of this remarkable town whose key industries are related to tourism, arts, and culture which in turn support a vibrant service industry.

Reporting to Council, the CAO is responsible for the management of all day-to-day and strategic operations of the Town and for the provision of quality services and programs to stakeholders in accordance with statutory requirements and guidelines, Town by-laws and policies and within approved budgets. What does that mean? It means that the ideal candidate will be as passionate about their administrative duties for the well-being of this community as they are about its presentation on the provincial and national stage.

The ideal CAO will be an independent, experienced leader with a track record of success in a municipal government or related environment. They must be highly organized and well skilled in all areas of communication, interpersonal relationships, project management, serving the public, problem solving, managing change, and in applying sound business and governance concepts. A big ask for a small community – but we routinely punch well above our weight!

The successful candidate will have relevant post-secondary academic qualifications or have a combination of suitable education and experience.

Additional information on this exciting employment opportunity is available upon request at (902) 532-3146.

For more information on the Town of Annapolis Royal visit our website annapolisroyal.com, Facebook page, or Instagram.

To apply, please submit your letter of application and detailed resume in confidence by 3:00 p.m., January 18, 2019 to:

Confidential - CAO Competition
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