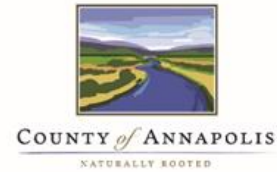


Chief Administrative Officer

Job Posting



The County of Annapolis is seeking a Chief Administrative Officer (CAO) to lead the municipality's administration and support Council in fulfilling its vision of becoming a trusted, high performing, collaborative, solutions-focused local government.

Spanning approximately 3,185 square kilometers, the County of Annapolis features pristine inland wilderness and scenic coastal communities along the Bay of Fundy. With a population of approximately 18,800, the municipality is governed by an eleven-member Council, including a Warden.

The County operates with an annual budget of approximately \$24 million and a dedicated team of more than 60 staff, representing both unionized and non-unionized positions. The municipality is responsible for the operation and maintenance of water and wastewater systems, municipal roads, public buildings, parks, trails and a range of recreational facilities.

High on Council's agenda is the recruitment of a CAO who can lead the development of a strategic and operational planning framework that aligns with Council's priorities and supports the enhancement of existing programs and services. Council also recognizes that a highly engaged, motivated staff team is critical to achieve its goals and is seeking a CAO who can foster a positive, high-performance workplace culture that makes the County of Annapolis an employer of choice in the area.

The ideal candidate for the CAO position is:

- A strategic thinker with strong organizational skills and the ability to bring focus and stability to a fast-paced, dynamic environment.
- Politically astute and administratively skilled, with a clear understanding of the CAO's role in supporting Council's mandate to govern effectively.
- An advocate for transparent communication and open information sharing with Council, municipal staff, and the broader community.
- A collaborative and supportive leader who excels at team development and has a proven track record of driving positive organizational change.
- Deeply committed to community engagement and building strong, productive partnerships with other levels of government, institutions, and local organizations.

Preferred Qualifications for the CAO position include:

- 5 to 10 years of senior-level leadership experience, with responsibility for managing teams in complex and dynamic environments.
- Significant experience reporting to a governing body or official—ideally, direct experience reporting to a municipal council.

- Results-driven and strategic, with a demonstrated ability to develop and implement multi-year strategic and operational plans aligned with organizational financial and human resources.
- Strong financial management skills, including experience preparing multi-year operating budgets, capital improvement plans and asset management planning.
- Exceptional communication skills, with a proven ability to prepare and support the development of high-quality, decision-ready documents for Council consideration.
- In-depth knowledge of municipal operations and a strong understanding of relevant provincial and municipal legislation, regulations, and policy frameworks.
- A post-secondary degree in a discipline relevant to municipal service delivery is required; a master's degree in public administration or a related field is considered a strong asset.

The County of Annapolis offers a competitive salary range of \$161,484 – \$186,648, along with a group benefits package and defined benefit pension plan to the successful candidate.

How to Apply

If you are a visionary leader with a passion for public service and commitment to excellence in municipal administration, we encourage you to apply for this exciting opportunity.

Please submit a cover letter and resume in a single PDF document to employment@annapoliscounty.ca with "CAO Application" in the subject line. Applications will be accepted until Sunday, June 8, 2025 at 4:00PM (ADT). All applications will be handled with the utmost confidentiality.

For more information about the County of Annapolis and this opportunity, please visit <https://annapoliscounty.ca/> or contact Kate McLean by phone at 902-532-0890 or email employment@annapoliscounty.ca.

The County of Annapolis is committed to fostering a diverse, inclusive, and equitable workplace. We believe that a range of experiences, perspectives and backgrounds strengthens our team and enhances the quality of work. We welcome applications from individuals of all races, ethnicities, genders, sexual orientations, abilities, ages, religions, and backgrounds.

If you need accommodations at any stage of the application or interview process, please let us know – we're happy to work with you to ensure a fair and accessible experience.

The County of Annapolis CAO Selection Committee thanks all interested applicants, however, only those selected for an interview will be contacted.