

CHIEF ADMINISTRATIVE OFFICER
Town of Westville

The Town of Westville is seeking applications from experienced individuals for the position of Chief Administrative Officer (CAO).

Reporting to the Mayor and Council, the CAO is responsible for the management of all day-to-day strategic operations of the Town and for the provision of quality services and programs to stakeholders in accordance with statutory requirements and guidelines, Town bylaws, Town policies and within Council approved budgets. 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. In addition, the successful candidate must have the ability to interpret financial statements, which follow PSAP standards, and have a solid understanding of the budget process.

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

Letters of application, along with a detailed resume may be submitted in confidence to:

Confidential – CAO Competition
Town of Westville
2042 Queen St., PO Box 923
Westville, NS B0K 2A0
Email: kelly.rice@westville.ca

Deadline for receipt of applications is 4:00pm on Friday, March 15, 2019.

We thank all applicants who apply however, only those applicants chosen for an interview will be contacted. The Town of Westville is an equal opportunity employer.