

Chief Administrative Officer

Municipality of the County of Inverness, Nova Scotia

The Municipality of the County of Inverness is located in beautiful Cape Breton Island – home to the world famous Cabot Trail, Ceilidh Trail, Bras d'Or Lakes and Lake Ainslie. With a population base of 15,500, it has a diversified economy based on fisheries, forestry, agriculture, tourism, and manufacturing.

On their behalf, we are seeking a highly-respected leader as their Chief Administrative Officer.

What qualities are needed as CAO?

As CAO, you are the senior administrative leader of the Municipality, responsible for managing its activities in accordance with the Municipal Government Act of Nova Scotia. Working with a Council of six including the Warden, you will provide timely guidance to them and under their direction ensure that all policies, programs and services are carried out effectively.

Ideally, you have several years' leadership experience in senior administrative or management roles, preferably in municipal government. You have suitable academic or professional credentials and a long history building consensus among various stakeholders such as elected officials, staff, other levels of government, and citizens.

You understand the issues and challenges facing municipalities and are familiar with best practices in economic development, financial management, administration, operations, human resources and governance. You have a successful track record of accomplishments and possess well-developed personal qualities in communications, problem solving, leadership, and, most important, integrity.

A strong leader and facilitator, you will support staff in achieving their performance objectives. You will also keep an open line of communication with residents to ensure they are aware of major policies and initiatives being undertaken. Lastly, you have proven experience working with an elected Board or Council and bring a complete understanding of governance.

Does this sound like you? If so, write us a cover letter describing the contributions you can make to Inverness County as their CAO. Please also attach a resume. You can email this information to us at apply@geraldwalsh.com, quoting project number 1736 in the subject line. We encourage applications from all qualified individuals.