



## **CHIEF ADMINISTRATIVE OFFICER (CAO)**

The District of Saint Mary's is a small rural municipality in the western part of Guysborough County, located 60 km south west of the Town of Antigonish on the beautiful Eastern Shore of Nova Scotia. The District covers approximately 1,900 square kilometers in land mass and has a population of 2,354. The municipality offers all the benefits of a rural lifestyle. The business center for the municipality is located in the village of Sherbrooke, where there is a hospital, school, bank and other amenities typical of a small rural community.

The Municipality is seeking the right person to lead our municipal administration team in the position of Chief Administrative Officer. This is a permanent full-time position.

### **Position Description Summary:**

As the administrative head of the municipality, the CAO ensures that the policies and programs of the municipality are implemented; advises and informs Council on the operation and affairs of the municipality; and performs the duties and functions and exercises the powers assigned to a Chief Administrative Officer by the Municipal Government Act and other enactments, or those assigned by Council. The combined annual operating, water and capital budget is approximately \$3.7 million/ annum.

### **Education / Qualifications:**

Relevant University Degree, preferably in Municipal Administration, with five years' experience in a senior management capacity. Knowledge of local government management or equivalent formal education and experience.

### **Skills, Knowledge and Abilities:**

Strong leadership and management skills are required to lead the team of Municipal staff. Must have the ability to communicate with the public and Council in presenting advice and recommendations on all matters affecting local government. Research and computer skills are required.

The Salary range for this position is \$86,263 - \$107,401 per year, based on qualifications and demonstrated ability.

Application by resume and cover letter along with references will be accepted until **May 17<sup>th</sup>, 2021 at 4:00pm** Applications accepted by: Email: [marvin.macdonald@saint-marys.ca](mailto:marvin.macdonald@saint-marys.ca) or Mail: PO Box 296, 8296 Highway #7 Sherbrooke NS B0J 3C0 or in person during office hours. 8:30-4:00pm, Monday – Friday.