

## **CHIEF ADMINISTRATIVE OFFICER – Full Time Permanent** The Town of Kentville, Nova Scotia is looking for an exceptional leader in a time of growth and prosperity!

With a population of over 6,600, Kentville is the center of the Annapolis Valley. We are a healthy and vibrant community in which to raise or start a family, build or grow your business, develop great friendships or to retire in comfort. Kentville is a thriving service centre, surrounded by a mixed farming, orchards, vineyards and manufacturing, a world class regional hospital, and health and educational services. We are an easy one-hour drive to Halifax and an international airport and are close to the stunning Bay of Fundy and the world's highest tides. Kentville has all the amenities and resources you need and also excellent recreational facilities and green spaces for all of your year-round outdoor pursuits.

**Overview:** As CAO, you are the senior administrative leader of the Town, responsible for managing its activities in accordance with the Municipal Government Act of Nova Scotia. Working with a Council of seven (including the Mayor) you will have an impressive political acumen that includes trust, integrity, respect, neutrality and transparency. You will provide timely guidance to Council and under their direction ensure that all policies, programs and services are carried out effectively. You will support a thriving and professional senior management team and staff in achieving outstanding performance objectives. You will also maintain a positive connection between residents and businesses to ensure they are aware of policies and initiatives being undertaken.

Kentville is growing in size and population. To help the town and the region thrive, you will excel at regional collaboration among municipalities using intermunicipal service agreements as well as other systems and processes. The new CAO will also have experience with housing and infrastructure development and a proven track record in accessing funding from Federal and Provincial sources. You will understand housing development and the need for different types of housing that supports a continuum from market to affordable. The CAO will work closely with the not-for-profit community to support our citizens and build a resilient community today and in the future.

**Qualifications:** Ideally, you have several years of leadership experience in senior administrative or management roles, preferably at the municipal or provincial government level in Canada, together with post-secondary education in a related discipline. You have a history of building consensus among elected officials, staff, other levels of government, and residents. You understand the issues and challenges facing municipalities, especially towns, and are familiar with best practices in economic development, financial management, administration, operations, human resources, emergency services and governance. You have a track record of successful roles and projects, and possess well-developed skills in communications, problem solving, and, most importantly, leadership. Lastly, you have experience working with an elected board or council and you bring a complete understanding of governance. You should share the town's vision of a diverse workforce that is representative, at all job levels, of the citizens we serve.

**Application Process:** All interested applicants must forward an electronic application including a cover letter, and resume by 4:00pm on October 13, 2023.

Only those selected for an interview will be contacted. Please send applications electronically to: CAO Selection Committee, [jobs@kentville.ca](mailto:jobs@kentville.ca)

Re: Town of Kentville CAO Application 2023