

## Career Opportunity- Chief Administrative Officer – March 2025

### Rural Municipality of North Shore

The Rural Municipality of North Shore is currently seeking applications for the position of Chief Administrative Officer (CAO). This is an executive position involving the direction and supervision of a range of municipal services and activities, directing business affairs, advising, and assisting Council and various committees in policy.

**The Community:** The Rural Municipality of North Shore, Prince Edward Island includes West Covehead, Covehead Road, Stanhope, Pleasant Grove and Grand Tracadie with historical roots going back two centuries and more. Founded on rich traditions of community organization, institution building, neighbourliness and industry, the Community identifies with its productive land and sea resources and coastal setting and takes pride in its welcoming nature and hospitality. Situated between the PEI National Park and the Municipality of York to the North and East of Charlottetown, the Community has steadily grown and with the most recent census, North Shore has been named the second fastest growing Community on PEI.

**The Position:** As the CAO for the Rural Municipality of North Shore, you will be a dynamic leader with the overall responsibility for municipal operations and administration, financial and human resource management and delivery of programs and services. As CAO you will direct the Municipality's business affairs, advise, and assist Council and Committees in policy and directive formulation and execution, and ensure the efficient and effective operation of the municipality. You will be an effective communicator, diplomatic decision maker and inclusive professional with a desire to lead collaboratively.

Specific responsibilities and duties include but are not limited to:

- *Administration* – Function as the administrative head of the Municipality, prepare minutes, agendas, resolutions, by-laws, records retention, ensure records are available to the public, build and maintain cooperative relationships with residents, businesses, community partners, other municipalities, and external partners.
- *Policies/Programs/Service Delivery* – Advise on all policy matters, recommend new initiatives and changes, answer public requests & complaints, prepare proposals for projects, deliver programs and services on behalf of council.
- *Financial Management* – Collect revenues, oversee disbursements, prepare annual budgets for operating and capital expenditures, monitor and report on finances, ensure accurate records are kept, facilitate the annual audit.
- *Human Resource Management* - Be solely responsible for hiring, directing, managing, and supervising employees and contract service providers of the municipality.

This is a varied environment where you will be setting and rearranging priorities as needed. While the position reports directly to Council, the CAO must be responsive to residents, managing needs and expectations diplomatically.

Skills and qualifications:

- The successful candidate shall have a minimum of 4 years supervisory/management experience; preferably in a public administration role.
- A degree or diploma in public or business administration would be an asset however a combination of relevant experience and training is required.
- Specific skills in the following are required: fiscal management systems, office software applications, human resources, and recordkeeping.
- Personal suitability: effective communication, analytical and leadership skills are essential.
- Knowledge of the Municipal Government Act of PEI and the unique attributes and challenges of the Rural Municipality of North Shore are considered an asset.

**Position compensation:** The position is full-time at 40 hours per week. The rate of pay is \$26.00 - \$33.00 per hour, **commensurate with qualifications and experience**. The initial contract will be for 1 year, with extensions based on performance, supported by a performance evaluation. The successful candidate will commence employment in April 2025.

**Application requirements:** All applications must be received on or before 4:00 pm (Atlantic Daylight Time) on Monday March 31, 2025. Please submit your cover letter, resumé, and two references to [cao@northshorepei.ca](mailto:cao@northshorepei.ca) . Must currently be legally entitled to work in Canada.

We thank all applicants for their interest, however only those selected for an interview will be contacted.