

TOWN OF MULGRAVE
Chief Administrative Officer (CAO)



The Town of Mulgrave is a small rural town situated minutes from the Canso Causeway. It is located on the Western shore of the Strait of Canso, along Marine Drive, with beautiful views of the Strait. Mulgrave has a population of approximately 722 and a population density of 40.5/km². Mulgrave offers a quality of life second to none. The Town has a marina for boat launching, a walking trail, numerous fishing lakes, miles of trails for four-wheeling, a tennis court, swimming pool, numerous parks and outdoor spaces and the friendliest people you will ever meet.

Mulgrave is recruiting a Chief Administrative Officer (CAO). The CAO carries out Councils objectives and plans. The position provides the Mayor and Council with guidance and support in the areas of strategic planning, policy and bylaw development, project management, financial management, risk management and human resource management. The combined annual operating, water and capital budget is approximately \$3.0 million/ annum.

The successful candidate will have strong interpersonal and communication skills, including the ability to build trusted relationships with internal and external stakeholders. You will be a strong decision maker with high integrity providing guidance and support for your staff and Council. As the successful candidate, you will have a thorough understanding of municipal operations, including: project management; legislation; finance/budgeting; risk management; infrastructure, land use planning; and economic development.

The preferred candidate will have graduated from a recognized post-secondary institution with a degree in Public Administration, Business Administration, a professional accounting designation, Masters in business or related discipline. Prior CAO experience OR a minimum of five years' experience at a senior level is required.

In confidence, qualified candidates are encouraged to electronically submit their resume, a covering letter and three work related references, no later than 4 p.m. November 13th, 2020 to cao@townofmulgrave.ca, Re: Town of Mulgrave, CAO Competition. The competition will remain open until the position is filled.

A position briefing, full job description and salary range is available upon request. Inquiries can be directed to cao@townofmulgrave.ca or 902-747-2243. We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted.

Mulgrave is an amazing place to work and a wonderful community to serve. We look forward to meeting those who are as excited about the opportunity as we are.