

Career Opportunity

Deputy Chief Administrative Officer

The Municipality of the County of Cumberland is the second-largest municipality in Nova Scotia and is in the province's northern part, bordering New Brunswick. We are the gateway into Nova Scotia by land. The Municipality includes a large rural area and several small urban communities. It also boasts the most coastline of any municipality in Nova Scotia, including the Fundy and Northumberland Shores. Our population is approximately 20,000.

We are seeking an energetic and multi-skilled senior leader. This is a unique opportunity to help shape the Municipality's organizational effectiveness and to impact the services and supports we provide to the public and our employees. The Deputy Chief Administrative Officer is part of a collaborative senior management team and assists the Chief Administrative Officer in providing leadership and supervision of the Municipality's daily operations.

The Deputy Chief Administrative Officer also oversees corporate services within the Administrative Department, including Information Technology, the Clerk's Office, Human Resources, Occupational Health and Safety, Communications, and Equity, Diversity, Inclusion and Accessibility.

The Municipality offers a competitive salary, comprehensive health and dental benefits, a defined benefit pension plan, social and wellness opportunities, and a compressed work week option for eligible positions.

A detailed position description is included below.

The deadline for resumes is Wednesday, May 20, at 1:00 pm.

Please forward your cover letter and resume to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Deputy CAO"

The Municipality of Cumberland strives to create a workplace that is inclusive and accessible for all employees. If you require accommodation during the recruitment process, please let us know.



Department: Administration

Job title

Deputy Chief Administrative Officer

About the Role

The Deputy Chief Administrative Officer assists the Chief Administrative Officer in providing leadership and supervision of the Municipality's daily operations.

Specifically, the Deputy Chief Administrative Officer coordinates the implementation of plans and priorities set by Council, serves as the Municipal Clerk, makes policy and by-law recommendations to Council, and manages the services of the Administrative Department, including Information Technology, Human Resources, the Clerk's Office, Occupational Health and Safety, Communications, and Equity, Diversity, Inclusion and Accessibility.

This position reports to the Chief Administrative Officer and has 7 employees reporting directly to them.

Responsibilities and Duties

Support for the CAO and Council

- Maintains a thorough understanding of the Municipal Government Act, relevant provincial legislation, and other relevant regulations or policies affecting municipal governance or operation.
- Supports the CAO and Council in completing special projects and initiatives.
- Works with the CAO to establish and maintain strong agenda management processes to ensure Council is well prepared and thoroughly briefed for meetings.
- Works with the CAO to ensure the implementation of Council policies and direction.
- Works with the CAO to provide advice and information to Council on municipal issues.
- Assists with setting, implementing, and tracking annual priorities with Council and senior management.
- Completes and presents research on issues as required for the CAO and Council.

Leadership for the Administration Department

Leads a portfolio of services within the Administration Department, including serving as the Municipal Clerk:

- Lead and support the Clerk's Office with coordinating Council meetings and committee meetings, managing FOIPOP requests, managing records, and

updating and administering municipal by-laws and policies.

- Provides leadership in Human Resources matters, including employee recruitment, retention, discipline, and development. Establishes a positive relationship with the local union branch, including playing a key role in the collective bargaining process.
- Ensures excellent internal and external communication in accordance with the Municipality's communications strategy.
- Advises on strategic IT planning to support and improve employee productivity, organizational cybersecurity, and network management.
- Advises on and ensures the effective implementation of the Municipality's Safety Program and overall commitment to organizational safety.
- Provides leadership and guidance for the Municipality's commitments to Equity, Diversity, Inclusion and Accessibility.
- Ensures the effective and timely use of our Customer Service software and overall monitoring of customer service cases.
- Provides leadership in the design and implementation of the municipality's grant programs.
- Develops and oversees the operating and capital budgets for the department.

Other Duties

- Acts as the CAO in the CAO's absence.
- Provides analysis and problem-solving solutions to the Municipality's operations, including ways to modernize municipal services.
- Uses data to monitor and evaluate the effectiveness of Municipal services.
- Remains apprised of, and advises the CAO on, municipal issues in Nova Scotia, including intergovernmental relations, trends in municipal government, emerging issues, and risks.
- Establishes effective mechanisms for cross-departmental communication and collaboration.
- Performs other duties as assigned by the CAO.

Qualifications

- A degree from a recognized program in Management, Public Administration, Business Administration, or other related discipline. A Masters degree is not required but is considered an asset.
- 3 plus years of senior management experience, preferably in a public sector setting, including experience with leading and developing employees.
- Ability to work under pressure and be a leader who inspires and challenges others to be creative, innovative, and collaborative.
- Experience in collaborating with a variety of partners, including other levels of government and community organizations.
- Ability to think strategically in a political and multi-service environment.

- Knowledge of applicable legislation, such as the Municipal Government Act and Municipal by-laws.
- Demonstrated knowledge of fiscal planning, budgeting and reporting.
- Demonstrated knowledge of management principles and supervisory practices.
- Good strategic planning skills and evaluation skills.
- Experience in creating policy.
- Strong communication skills.

Salary, Benefits and Conditions of Employment

The salary range for this position is \$116,430 to \$151,313. Placement and incremental increases on the scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

The Municipality offers an extensive health and dental plan, a defined benefit pension plan, social & wellness opportunities, and a compressed work week option for eligible positions.

This is a full-time position based at the Municipality's offices located in Springhill, NS.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment. A link can be found here: [Personnel Policy](#).