

We're Hiring!

Chief Administrative Officer (CAO)



Join the Town of Middleton as Chief Administrative Officer

The Town of Middleton is a vibrant and welcoming community nestled in Nova Scotia's beautiful Annapolis Valley. Known as the "Heart of the Valley," Middleton is a regional hub for business, education, health, and recreation. With its small-town charm, strong sense of community, and commitment to diversity and accessibility, Middleton is full of potential - and we're just getting started. Learn more about our town at www.discovermiddleton.ca.

Our Opportunity

We are looking for a strategic leader with exceptional administration and financial skills to mentor and support a fantastic and talented team. Responsible to Council, you will provide sound advice and recommendations on key issues, policy, and programs, as well as support the decisions and direction the Council ultimately agrees upon. You are a dynamic leader with proven experience, fostering a positive and productive work environment ensuring quality program delivery and services. You will build relationships and liaison with key stakeholders and other levels of government.

Why work with us?

At the Town of Middleton, people come first. You'll be part of a collaborative, supportive, and dynamic team that takes pride in serving the community. We believe in:

Professional Growth: We invest in your development and provide tools and support for you to succeed.

Positive Workplace Culture: We value trust, respect, accountability, and we genuinely like each other!

Work-Life Balance: This is important to us, and we want everyone to feel refreshed and recharged to perform their job well. Attending council and committee meetings outside of regular working hours is a requirement of this role, but we offer the flexibility for you to take this time in lieu to ensure you maintain a great balance.

Benefits include access to a health and dental plan, vision care, disability and life insurance and an employee assistance program. We offer a 6% matched pension plan, and we provide all the technology required to be successful in your role. We also provide a generous vacation package!

Most importantly, we like to have fun while doing great work and celebrate success together.

We truly value our people, which means you will be joining an incredible team, in a supportive and positive environment. We are passionate about the roles we play in providing superior service within our community and we take considerable pride in the goals we accomplish together. We invest in our people through supporting and encouraging professional development, so you have the tools to safely succeed in your role.

Successful Candidate should:

- Maintain a positive relationship with Council based on trust, commitment, and the ongoing willingness for communication.
- Provide Council with the information they require to make well-informed decisions.
- Provide positive and supportive leadership, direction, encouragement, and training to employees of the Town.
- Ensure operation and budget alignment through the development of plans, policies, and processes for optimal use of financial and physical resources.
- Think and manage strategically, anticipating and identifying potential issues and opportunities.

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- Maintain and strengthen relationships with neighbouring municipalities and key stakeholders while representing Council's interests.
- Maintain good public relations when engaging with and responding to the community at large and ensure effective communication with all stakeholders.

What we're looking for:

Qualifications:

- Minimum of 10 years' experience in government or similar organizations, including several years as a senior manager in terms of management responsibility, budgets and organizational impact
- Bachelor's degree in Public or Business Administration
- Excellent interpersonal skills with a strong ability to interact with a wide range of people tactfully and respectfully, sometimes in challenging circumstances
- Excellent communication skills (Written, Verbal and Listening)
- Proficient computer skills in programs such as Microsoft 365 and accounting software; demonstrated support for modern technology and innovation
- Sound, independent problem-solving and organizational skills

Preferred Qualifications:

- Experience leading within a unionized environment
- Municipal experience
- Emergency Management - Incident Command System (ICS) Certification (or willingness to acquire)

You have choices when it comes to your career - why not choose a community where your work truly makes a difference? Join us in Middleton, where you can grow your career, lead with purpose, and enjoy the lifestyle you deserve. *Middleton is an equal opportunity employer. We are committed to recruiting a diverse workforce and supporting an equitable and inclusive environment.*

To Apply:

Please submit a cover letter and resume as one document to:

Email: hr@town.middleton.ns.ca

Mail: Town of Middleton, PO Box 340, Middleton, NS B0S 1P0

Job Type: Permanent Full-Time

Salary: Commensurate with experience

Closing Date: Open until filled

Inquiries: (902) 825-4841 ext. 105