



Chief Administrative Officer — Town of Yarmouth, Nova Scotia

Situated at the southwestern tip of Nova Scotia, the [Town of Yarmouth](#) is a historic port community and the vibrant commercial and civic heart of the region. Proud of its maritime heritage, it serves as a regional hub where community life, economic ambition, and civic purpose intersect. From its working waterfront and distinctive historic streetscapes to an expanding portfolio of housing, business development, and infrastructure initiatives, Yarmouth is navigating a defining transition while remaining firmly rooted in the values that have long sustained it. With a strong foundation in place, Yarmouth is well positioned for its next chapter of growth and opportunity, building on close collaboration with neighbouring municipalities, regional agencies, and community stakeholders.

On their behalf, we are seeking an experienced, highly collaborative leader to assume this pivotal role as the Town's long-serving Chief Administrative Officer prepares to retire.

Reporting to Town Council, the CAO is the senior appointed official of the Town, responsible for providing organizational leadership to staff and for the administration and coordination of service delivery to residents and businesses. In this role, you will be the principal policy advisor to Council, ensuring that Council has all the relevant information it needs to make sound, informed decisions, while respecting the clear line between Council's policy-making authority and the CAO's administrative responsibility. You will exercise sound financial stewardship over the Town's assets and prepare operating and capital plans that reflect Council's strategic direction.

What will it take to be successful in this role?

As a skilled leader and supportive people manager, you will work with departmental leaders and all staff to help them achieve their performance goals and foster a workplace grounded in respect and trust. You will liaise with senior staff, other municipal officials, and various levels of government on critical issues facing the Town, including significant infrastructure demands, budget pressures, and the need to deepen intermunicipal collaboration with neighbouring communities.

You have practical experience managing in municipal government at the department or organizational level and are comfortable working alongside directors of finance, treasurers, and elected officials. As the Town navigates competing fiscal demands from regional partners, civic institutions, and internal departments, you provide resourcefulness and discipline to resource allocation decisions.

You understand that the Town's authorities and responsibilities evolve from provincial legislation and regulation. You can analyze policy alternatives and their impact on the Town and on municipal government more generally, and you are prepared to support Council through difficult trade-offs with transparency and sound judgment.

You understand the distinction between administrative and political roles in municipal governance. You support elected officials in making complex decisions with empathy, discretion, and foresight, while respecting that political accountability rests with Council. You welcome constructive challenge, can advocate for a position with flexibility, and can set aside disagreements to pursue shared goals.

You are a collaborative relationship-builder who recognizes that Yarmouth's future is connected to that of its neighbouring communities. You can negotiate intermunicipal agreements, build trust across organizational boundaries, and support regional service delivery models that make efficient use of public resources. You work well with neighbouring CAOs, regional agencies, and senior directors, understanding that strong partnerships are built through patience, reciprocity, and active listening.

You possess a genuine and demonstrated commitment to equity, diversity, inclusion, and accessibility, and are enthusiastic about engaging people of all ages, backgrounds, abilities, and identities in the life of the community.

You bring a well-rounded leadership style and enjoy the variety of leading a mission-driven public organization. Above all, the Town is looking for someone who will make a real, lasting commitment to this community.

Familiarity with southwestern Nova Scotia and its municipal landscape, knowledge of Nova Scotia's local government framework, and experience with capital infrastructure projects or intermunicipal collaboration are all valuable assets.

Does this sound like you? If so, please forward your resume and a letter explaining how your background and experience meet the needs of the Town of Yarmouth.

Applications can be emailed in confidence to apply@harboursideexecutivesearch.ca, quoting **project number 1004** in the subject line.

A detailed job description [can be found here](#).

The Town of Yarmouth is an Equal Opportunity Employer and welcomes applications from Indigenous People, African Nova Scotians, and other racially visible people, persons with disabilities, members of the LGBTQ+ community, and women in occupations or positions where they are under-represented.