Town of Annapolis Royal

Chief Administrative Officer

Lead a historic seaside town with a clear plan for its future

Annapolis Royal is a seaside town rich in heritage, culture and community spirit. Council is looking for its next Chief Administrative Officer (CAO): a steady, collaborative leader who turns Council's decisions and strategic plan into action.

Located on the shores of the Annapolis Basin, Annapolis Royal is recognized for its rich heritage, thriving cultural sector, natural beauty, and engaged residents. Council has established a clear strategic direction focused on sustainable growth, infrastructure renewal, organizational excellence, and community wellbeing. We are seeking a leader who can turn that vision into measurable results.

Reporting to Town Council as a whole, the CAO is Council's only employee, leads the Town's administration and is its principal adviser. You will:

- Give Council clear, impartial advice and carry out its decisions.
- Lead a dedicated leadership team, setting direction and priorities and ensuring its members work together.
- Turn the Strategic Plan into work plans, budgets and results that Council and residents can see, and deliver its major projects.
- Make every effort to grow the Town's residential and commercial base.
- Lead financial planning and annual budgets in close partnership with the Director of Finance, and prepare funding and grant applications with other Town staff.
- Strengthen staff retention and lead labour relations.
- Act as the administrative link between Council, the Board of Police Commissioners and the Police Service, serving as the Board's secretary or designating someone to do so.
- Build strong partnerships with the province, neighbouring municipalities, and community groups.
- Engage residents openly and champion an inclusive, accessible community.

What you bring

- A university degree in public administration, business administration or related field. The highest qualifications are preferred, and commensurate experience will be considered.
- Seven years of progressive experience in municipal government, the public or private sector, including several years as a senior manager responsible for budgets, staff and results.
- Experience reporting to a council or governing board.
- Thorough knowledge of the *Municipal Government Act* and how municipalities operate.
- Sound financial and asset management skills.
- High level of initiative, fluency in oral and written English, with excellent communication skills, tact and good judgment under pressure.
- A valid NS driver's license and a reliable vehicle.

Assets

- Nova Scotia municipal administration experience.
- Experience in a unionized environment.
- Experience supporting a police governance board or law enforcement organization.
- Incident Command System (ICS) certification or willingness to obtain certification.
- Asset management training or certification.
- Fluency in both English and French.

Apply

This position is permanent full-time, five (5) days a week, including evenings, possible weekends, with flex hours. Benefits are available after three (3) months, and the pension plan effective immediately. A twelve (12) month probationary period.
Salary: $ 92,500 - $100,125
Location: Annapolis Royal Town Hall

For more information and job description please visit: https://annapolisroyal.com/about-us/employment/

Applications will be accepted and reviewed by Friday, November 27, 2026 at 4:00 p.m. The position will remain open until filled. Submitted in person or by email to:
Attention: CAO - Town of Annapolis Royal
P. O. Box 310
285 St. George Street
Annapolis Royal, NS B0S 1A0
Email: cao@annapolisroyal.com

The Town of Annapolis Royal is an equal opportunity employer. We are committed to recruiting a diverse and inclusive workforce and supporting an equitable and inclusive environments.