



Deputy Chief Administrative Officer

This opportunity is simple: we're inviting you to bring your leadership skills and talent to our organization through the role of ***Deputy Chief Administrative Officer!***

We're looking for a dynamic team member ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicant, our organization and our community.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or resume.

Primary Responsibilities

- Support the CAO in overall leadership, direction, and administration of the Municipality.
- Assist in managing daily affairs within the policies adopted by Municipal Council.
- Provide leadership in the development and implementation of Municipal policies, programs, and services.
- Serve as project manager for assigned initiatives and undertakings, such as change management processes, and special projects.
- Draft proposed resolutions and ordinances; prepare correspondence, reports, and recommendations.
- Assist the CAO in preparing annual operating and capital budgets for the Department.
- Through the leadership of the Human Resources Manager, support Directors and Managers in HR functions, e.g., training and performance management.
- Foster a cooperative working relationship between service areas, community groups, inter-governmental agencies, and staff.
- Identify real or potential operating problems and work with service areas to resolve conflict.
- Promote a diverse and inclusive work environment.
- Lead collective bargaining and labour relations.
- Serve as the Senior Staff Member supporting assigned committees.
- Responsible for Human Resources and Community Development (Diversity and Recreation) Divisions, in addition to Communications, Engagement, Economic Development, and Grant Administrative staff.

Candidate Profile

- Bachelor's Degree in Business, Public Administration, Economics, Law, or other related discipline. Master's Degree or professional designation would be considered an asset.
- Minimum of 3 - 5 years related experience including experience in a supervisory role.
- Experience in a municipal government setting would be considered an asset.

- Ability to think and act strategically in a political and community service environment, and to foster and contribute to a positive, productive, and inclusive work environment; ability to understand federal and provincial program information.
- Strong project management and research skills with the ability to operate within tight timelines and budgets.
- Self-starter with excellent organizational and time management skills to meet the challenges of a varied workday.
- Excellent written and verbal communication skills, as well as presentation/facilitation skills.
- Proficient in the use of Microsoft Office applications, e.g. Word, Excel, PowerPoint, and SharePoint.

Compensation & Benefits

This is a full-time non-unionized position. Compensation includes a competitive salary and benefits plan. The salary range is \$160,000 - \$180,000. Regular hours of work will be Monday to Friday 8:30am – 4:30pm. As a senior administrative position, evening hours and overtime will be required.

For a detailed job description please click [here](#).

Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to Equity and Diversity [here](#).

How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca by **4:30pm September 5, 2025**.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

We thank all applicants for their time and effort in applying, however, only applicants selected for an interview will be contacted.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following: Reference/Employment Verification, Criminal Background, Vulnerable Sector and Education.