



Chief Administrative Officer

Town of Westville, Nova Scotia

The Town of Westville is a vibrant and forward-looking municipality that seamlessly blends small town and rural living in beautiful Pictou County, Nova Scotia.

The Town is seeking a visionary and strategic leader who will work closely with Council to shape the near term future of this dynamic little community in the role of **Chief Administrative Officer (CAO)**.

Key Responsibilities

Reporting to Council, the CAO provides strategic leadership and oversight of all municipal operations, services, and projects. The CAO is the principal advisor to Council, ensuring Council's priorities are operationalized effectively and transparently. This role includes:

- Leading in a unionized environment while fostering a culture of collaboration, strategic risk taking, accountability and service excellence.
- Partnering closely with the Mayor to shape and advance Council's strategic agenda and support opportunities to address key challenges and effectively navigating the Staff- Council relationship.
- Advancing Council's strategic priorities in housing, development, infrastructure, transit, and climate action.
- Stewarding Westville's budget with strong financial acumen and long-term fiscal management and sustainability in mind.
- Serving as an informed, diplomatic, and credible representative of the municipality, fostering constructive community engagement and strong, collaborative relationships with other municipalities the provincial government and the private sector.
- Embedding accessibility, equity, diversity, inclusion, and reconciliation into all aspects of Westville's governance and service delivery.
- Driving responsive service delivery while also modernizing municipal services and processes to improve resident experience and ensure efficiency.

Ideal Candidate Profile

As the ideal candidate, you are a transformational leader with deep experience in senior executive roles within complex, multi-partner environments. You bring:

- A sense of confidence and collaboration, uniting people around a shared vision and translating strategy into action.
- Proven success managing in smaller organizations and strong fiscal management expertise/experience.



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- Expertise in governance, strategic planning, and modernizing service delivery.
 - Exceptional political acumen and communication skills, with the ability to navigate nuanced relationships and build consensus.
 - Courage, resilience, and decisiveness to lead through ambiguity, fiscal pressures, and competing priorities.
 - A demonstrated commitment to accessibility, equity, diversity, inclusion, and reconciliation.

The ideal candidate will possess:

- A post-secondary degree in public administration, business, planning, or other related discipline.
- A functional understanding of the Municipal Government Act well as other applicable Nova Scotia legislation.
- Minimum 5 years' experience in a municipal/provincial government or non-profit environment as the CAO, CEO, or Senior Management position.
- Must submit to a criminal record check as a prerequisite.

Westville offers a competitive salary and benefits, combined with friendly and positive work environment.

If you are interested in joining the Westville team, please forward your resume and covering letter by email to Mayor Lennie White at: Lennie.white@westville.ca by March 6, 2026 at 4:00PM.