

## Career Opportunity

### Rural Municipality of North Shore, Prince Edward Island

**Job Title:** Chief Administrative Officer  
**Department:** Administration  
**Job Code:** CAO  
**Salary Level/Range:** \$28.00 to \$36.00 per hour  
(commensurate with qualifications and experience)  
**Reports To:** Council  
**Effective Date:** January 2026

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#### Position Overview

Reporting to the Council of the Rural Municipality of North Shore, the Chief Administrative Officer (CAO) is the senior executive responsible for fulfilling all designated responsibilities under the *Municipal Government Act of PEI*. The CAO provides timely and appropriate advice to Council on all aspects of municipal governance and administration, including the development and implementation of policies, programs, and services that serve the needs of residents.

This senior management position oversees municipal operations, financial and human resource management, community services and program delivery. The CAO is accountable for demonstrating effective leadership to staff and contractors, ensuring efficient administration, and fostering strong relationships with residents, businesses, community partners, and other levels of government.

#### The Community

The Rural Municipality of North Shore includes West Covehead, Covehead Road, Stanhope, Pleasant Grove, and Grand Tracadie. With historical roots spanning more than two centuries, the community is built on traditions of organization, institution building, and industry. Situated between the PEI National Park and the Municipality of York, just north and east of Charlottetown, North Shore has been recognized as the second fastest-growing community on PEI. The municipality takes pride in its welcoming nature, productive land and sea resources, and vibrant coastal setting.

## **Essential Job Functions**

- Perform all statutory duties as outlined in the Municipal Government Act, including attending all meetings of Council.
- Function as the administrative head of the Municipality.
- Prepare minutes, agendas, resolutions, by-laws, and ensure proper records retention and public access.
- Provide policy advice and support to Council and Committees.
- Plan, organize, direct, and coordinate the affairs of the municipal corporation, including controlled corporations, pursuant to statutory requirements and Council direction.
- Build and maintain cooperative relationships with residents, businesses, community partners, other municipalities, and external agencies.
- Respond to public requests and complaints in a timely and diplomatic manner.
- Prepare proposals for projects and deliver programs and services on behalf of Council.
- Collect revenues, oversee disbursements, and ensure accurate financial records are maintained.
- Prepare annual operating and capital budgets, monitor and report on municipal finances.
- Facilitate the annual audit and ensure compliance with financial regulations.
- Recommend classification, duties, responsibilities, evaluation, remuneration, and benefits of municipal employees in accordance with legislation.
- Select, hire, supervise, promote, discipline, and terminate employees and contract service providers.
- Direct and manage staff and contractors to ensure effective service delivery.
- Delegate authority to subordinates or contractors as authorized under legislation.
- Ensure employee training and professional development meet organizational needs.
- Act as the primary liaison with other municipalities, provincial and federal governments, and external partners.
- Adapt to a varied environment where priorities must be set and rearranged as needed.
- Fulfill other related responsibilities as may be assigned by Council.
- Ensure all documentation and records are protected and maintained in a secure system and environment.
- Responsible for the protection and maintenance of all community infrastructure assets.

## **Knowledge, Skills, and Abilities**

- Degree or diploma in public administration, business administration, public policy, social sciences, or a related field (or equivalent combination of training and experience).
- Minimum of 3–5 years management experience, preferably in municipal or public sector administration.

- Thorough understanding of intergovernmental affairs, governing legislation, and public responsibilities related to municipal government.
- Strong fiscal management skills and familiarity with office software applications.
- Effective communication, leadership, analytical, and critical thinking skills.
- Demonstrated ability to build effective relationships with stakeholders including residents, media, and government officials.
- Knowledge of the Municipal Government Act and Planning Act of PEI

### **Working Conditions**

- Primarily office-based, with occasional outdoor work in inclement weather to inspect projects or problem areas.
- Attendance at meetings and events outside regular office hours is required.
- Ability to set priorities and multi-task in an environment with multiple competing demands.
- Continuous attention to detail and sustained focus over extended periods.
- Evenings and weekend work could be required to support the work of Council and to attend community events.

### **Compensation**

- Full-time, 37.5 hours per week.
- Hourly rate: \$28.00 – \$36.00, commensurate with qualifications and experience.
- Initial contract: 1 year, with extensions based on performance and supported by evaluation.
- Start date: January 2026.

### **Application Process**

Applications must be received on or before 4:00 pm (Atlantic Daylight Time), ***Friday, January 9<sup>th</sup>, 2026***. Please submit the following:

- Cover letter
- Resumé
- Two references

**TO:** assistant\_1@northshorepei.ca

A detailed job description is available on the municipality's website. Applicants must be legally entitled to work in Canada.

We thank all applicants for their interest; only those selected for an interview will be contacted.