

Chief Administrative Officer City of Summerside

Location: Summerside, PE

Known as “the City by the Sea”, Summerside is the second largest city in the province and the primary service centre for the western part of Prince Edward Island. A small city with big opportunity, Summerside’s rapidly growing population of over 18,000 residents enjoy a high quality of life, rich cultural heritage, a diverse economic base and a thriving tourism industry.

The City of Summerside is seeking its next **Chief Administrative Officer (CAO)**.

Reporting to and working collaboratively with a Council consisting of the Mayor and eight ward councillors, the CAO provides oversight to all financial and human resources of the City. The CAO leads a top notch and tight knit municipal senior leadership team to ensure the efficient and economical operation of the City while coordinating, directing and supervising the implementation of the policies and programs of Council. An ambassador and key public relations representative to the citizens of Summerside, the CAO acts as chief advisor to Council by providing essential information to assist in making effective policy decisions.

As an ideal candidate, you are a dynamic and forward-thinking public sector leader highly respected for your vision, strong business acumen and proven track record of success in managing change and growth. An outstanding communicator and community builder with a track record of creating effective relationships based on trust across a broad constituency of public and private stakeholders, you are highly regarded for your integrity, political acuity, authenticity, and strong judgment. People appreciate you for your conviction, responsiveness, client service orientation and willingness to challenge the status quo as you look to identify opportunities for improvement while striking a balance between growth and service excellence. You are an empowering and inclusive leader with a reputation for inspiring and mentoring strong and cohesive teams. You are a natural influencer and negotiator who is creative, solutions oriented, versatile and highly adaptable. Demonstrable skill in engaging and negotiating with regional, provincial and federal representatives is particularly valued. Visionary and dynamic, you are a “can do” style leader with a passion for innovation and growth.

To apply for this position, please visit: boyden.thriveapp.ly/job/1560. For more information, please contact rrankin@boyden.com and **state the title of the position in the subject line of your e-mail.**

We thank all applicants for their interest, however only those under consideration for the role will be contacted.