

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: DEPUTY CAO
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 8	Approval Date: October 1, 2025

General Job Responsibility

The Deputy Chief Administrative Officer (DCAO) is a key position in the daily operation of the Municipality and is the primary advisor to the CAO. The DCAO is responsible for carrying out the statutory duties of Municipal Clerk, overseeing municipal elections, and serving as custodian of official municipal records. The position manages daily municipal operations in the CAO's absence, provides leadership in policy development, program implementation, interdepartmental coordination, and project management. The role also supervises Corporate Services staff, administers departmental budgets, manages organization-wide information technology systems, and supports the occupational health and safety program. The DCAO may also be asked to represent the Municipality in community and external engagements, respond to public inquiries, and prepare reports for the CAO and Council. This job description is a general outline of duties and responsibilities and is not intended to limit the employee's initiative to expand or increase their work output, subject to approval by their supervisor.

Accountability

This position reports directly to the Chief Administrative Officer.

Specific Job Responsibilities

1. Carries out the statutory responsibilities of Municipal Clerk as outlined in the Municipal Government Act of Nova Scotia, ensuring compliance with legislative requirements, Council policies, and municipal by-laws. Serves as custodian and coordinator of official municipal records, certifies documents when required, and acts as a municipal signing officer for contracts, deeds, and legal agreements.
2. Facilitates and oversees all municipal elections, special elections, and plebiscites as the designated Returning Officer in accordance with the Municipal Elections Act. Ensures timelines, advertising, procedures, staffing, and supplies are managed, and that elections are conducted fairly, transparently, and without bias.
3. In coordination with the CAO manages the daily affairs of the Municipality within the policies adopted by Council and acts in the absence of the CAO. Provides leadership in the development and implementation of municipal policies, programs, and services, coordinates interdepartmental activities, follows up on Council projects, and assists with project management of ongoing initiatives. Acts as the primary advisor to the CAO and serves as a signing authority when required.
4. Drafts proposed resolutions and by-laws, and prepares correspondence, reports, and recommendations for the CAO. Leads or participates in special projects, investigations, change management processes, and corporate process improvement initiatives. Creates and oversees budgets for the Corporate Services Department, monitoring

variances and recommending adjustments where needed. Approves all Corporate Services expenditures as per policies.

5. Provides daily support, coaching, and mentoring to staff under their direction, ensuring training, resourcing, and performance management processes are in place. Supports organizational development by identifying staffing needs, promoting professional development, and contributing to a respectful, safe, and effective workplace.
6. Determines the need for new policies and by-laws or amendments to existing ones in consultation with Directors and Council. Leads research, drafts policies and by-laws in collaboration with subject matter experts, coordinates legal review, prepares reports and recommendations, and ensures staff and community education prior to implementation.
7. Represents the Municipality at meetings, workshops, and conferences as delegated; coordinates public engagement activities such as open houses, surveys, and consultation sessions; and develops effective working relationships with community organizations, provincial agencies, and partner municipalities.
8. Administers the Municipality's information technology systems, including hardware, software, policies, and data security. Works with departments to identify and address technical needs, develops solutions to operational challenges, and makes recommendations to the CAO for improvements to ensure efficiency and protection of information.
9. Assists the CAO with operational needs during emergency events and ensures municipal preparedness through active participation in emergency management planning and response.
10. Develops, monitors, and administers the Municipality's occupational health and safety programs. Ensures a joint OHS committee is active, workplace safety policies and practices are implemented, and training programs are delivered in compliance with legislation. Monitors safety performance and promotes a culture of workplace safety across all departments.
11. Provides support on corporate legal issues that impact multiple departments by coordinating services with municipal legal counsel, ensuring advice is consistent, and sharing relevant opinions with Directors when applicable. Assists departments in managing corporate-level legal issues to reduce duplication and ensure consistency.
12. Responds to inquiries from the public, staff, and external stakeholders regarding corporate services such as by-laws, policies, FOIPOP, emergency measures, OHS, and fire services. Prepares detailed reports and presentations for the CAO and Council on a range of issues as required, and ensures transparent, timely communication across the organization and community.
13. Performs other related duties as may be assigned from time to time by the Chief Administrative Officer.

Qualifications and Expectations

Candidates for this position must possess, as a minimum, an undergraduate degree in business, public administration, law, or a similar educational program from a recognized post-secondary institution, or a combination of formal education and lived experiences.

Ideally, the candidate will have a minimum of five (5) years experience working in a municipal or provincial government setting where the focus has been on corporate

matters such as finance, information technology, legal, emergency services, or organizational development, with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have exceptional organizational and report writing skills, be able to write, coordinate and negotiate agreements, have exceptional professionalism and people skills, be knowledgeable in municipal law and finance, be adept at dealing with difficult people, be able to manage numerous projects and initiatives regularly, be fluent with Microsoft Office, and comfortable working in a fast-paced work environment, often under public pressure. This position will occasionally require work outside of normal office hours, including evenings and weekends.