



TOWN OF OXFORD, NOVA SCOTIA

CHIEF ADMINISTRATIVE OFFICER

The Town of Oxford is a community of approximately 1,190 residents in Northern Nova Scotia. The Wild Blueberry Capital of Canada, Oxford, is strategically located on the Trans Canada Highway, one hour from Moncton and one and one-half hours from Halifax. Settled in 1791, it is the home to processing facilities for blueberries and other agricultural produce, as well as a number of small businesses. Community facilities include a new P-12 school, arena and a medical centre.

As CAO, you are the senior administrative leader of the Town, providing advice and guidance to the seven members of Council. You administer the daily activities of the Town in accordance with the Municipal Government Act, Town Bylaws, policies and established best practices. You have a sound academic and practical foundation in administration, financial management, operations, human resources and governance.

You are familiar with the challenges facing small towns. You are an active listener and communicator with residents, staff and other governments. Becoming an active member of our community would be considered an asset. Integrity and accountability are your guiding principles.

If this describes you, send us a cover letter and resumé in one combined document to OxfordCAORecruitment@gmail.com, describing how you can contribute to the continued success of the Town of Oxford.