



Deputy Chief Administrative Officer Position Description

Position synopsis and objectives

Under the general direction of the Chief Administrative Officer (CAO), the Deputy Chief Administrative Officer provides strategic and operational leadership to ensure the effective delivery of municipal services. The Deputy CAO assists the CAO in managing the overall administration of the municipality, oversees assigned departments, and acts as the CAO in their absence. The position plays a key role in corporate planning, policy development, interdepartmental coordination, and the implementation of Council's strategic priorities. The role will also oversee all public safety initiatives such as, Emergency Measures (EMO), Fire Protection services, Police Protection services, By-Law Enforcement, Animal Control and the Climate Change Adaptation Plan (CCAP).

The role will also provide legislative and administrative support to Town Council, the Chief Administrative Officer and the Clerk to ensure compliance with the Local Governance Act in all Council and Town administration proceedings.

Major responsibilities

Description – Leadership and Administration

- Support the CAO in the overall management of municipal operations, ensuring alignment with Council's strategic objectives and provincial legislation.
- Provide leadership and direction to assigned department heads and staff, promoting a culture of teamwork, accountability, and service excellence.
- Act as CAO during absences or as delegated by Council or the CAO.
- Contribute to the development and execution of corporate plans, policies, and procedures to enhance organizational performance.
- Attend all meetings of Council and assigned Council committees and provide all relevant and comprehensive information on Council business to assist Council in its decision-making.

Description – Strategic and Financial Management

- Participate in the preparation and administration of the municipal operating and capital budgets.
- Provide input on long-term financial and asset management planning.
- Monitor performance indicators and recommend improvements for service delivery and cost-effectiveness.
- Lead all application process for funding/grant request for all municipal projects from different levels of government, stakeholders and/or various funding programs available.

Description – Council and Public Relations

- Assist the CAO in preparing reports, recommendations, and presentations for Council meetings.
- Maintain positive working relationships with elected officials, community partners, provincial agencies, and the public.
- Support effective communication between Council, administration, and the community.

Description – Special Projects and Policy Development

- Lead or coordinate key corporate projects and initiatives as assigned by the CAO.
- Research and draft policies, bylaws, and administrative reports.
- Represent the municipality on inter-municipal or regional committees as required.

Description – Public Safety

- Lead all public safety initiatives within the municipality
- Be the Emergency Measures (EMO) Coordinator for the municipality.
- Coordinate Fire Protection services with the Fire Chief for the municipality.
- Become the liaison for the Police Protection services (RCMP).
- Direct and supervise By-Law Enforcement and Animal Control officers in the execution of their duties.
- Ensure the development, implementation and review of the Climate Change Adaptation Plan (CCAP).
- Liaise with the Clerk and Plan 360 on all enforcement matter related from infractions of the Municipal Plan.
- Collaborate with the Clerk with issuance of any permit required by a municipal by-law or regulation except for building permits (unless given the title of Building Inspector by Council). Ex: peddlers' permits, contractors, stray dogs, etc.

Minimum qualifications

Education (diploma/certificate): University degree in Public Administration, Business Administration, Political Science, or a related field. A master's degree is considered an asset.

Experience:

- Must have a minimum of seven (7) years of progressively responsible experience in municipal or public sector administration, including management or supervisory roles. The equivalent in education and experience may be considered.
- Experience in budgeting, strategic planning, and policy development.
- Familiarity with the Local Governance Act, and related New Brunswick legislation.

Knowledge/Skill/Ability:

- Must be fluent in spoken and written French and English.
- Must have adequate knowledge of personnel management, industrial relations and labor law.
- Must be proficient with computers, particularly the Microsoft Office suite, and familiar with the principles of accounting software.
- Must have strong leadership, interpersonal, public relations, and communication skills.
- Must be reliable and discreet with respect to confidential matters related to the position and the Town of Shediac. Political acumen and the ability to navigate sensitive issues with discretion.
- Ability to maintain good interpersonal relations with Town Council, staff, and the public.
- Be dynamic, show initiative, have good judgment, good organizational skills, be available and able to work closely with the people in the community. Excellent organizational, analytical, and problem-solving abilities.

Working conditions

Hours of work: Regular working hours are 35 hours per week, Monday to Friday, from 8:00 am to 4:00 pm. Employees may finish work at noon on Friday, provided they have made up the equivalent three (3) hours of work earlier in the same week.

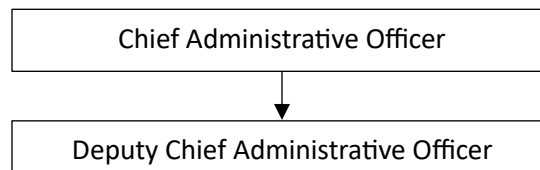
This position requires occasional attendance at meetings held outside of regular business hours, as well as participation in weekend events.

Workplace: Shediac Town Hall

Employment type: Full-time and permanent

Employee Benefits: Competitive benefits package including participation in a pension plan, as well as health, dental, and life insurance coverage.

Organizational structure: The hierarchical relationship of this position with others in the immediate department.



Apply for this position

The Town of Shediac is an equal opportunity employer. Candidates must submit their application by e-mail.

The deadline to apply is Thursday, December 11, 2025, at Noon.

Town of Shediac
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The Town of Shediac reserves the right to request a criminal background check for all new employees.