Job Posting

Chief Administrative Officer

Town of Three Rivers, Prince Edward Island

The Town of Three Rivers ("the Town") is located in Kings County, beautiful Prince Edward Island. Incorporated in 2018 through the amalgamation of seven municipalities and adjacent unincorporated areas, the Town brings together distinct communities with strengths in tourism, arts and culture, agriculture, business, and community life.

The Town is seeking a **Chief Administrative Officer ("CAO")** to provide strategic leadership to its municipal administration. Reporting to Mayor and Council, the CAO oversees the Town's administrative and operational services, advises Council, and leads the implementation of Council's decisions, policies, strategic priorities, and programs.

As the Town's senior administrative leader, the CAO provides direction and support to departments and managers, leads the preparation and administration of operating and capital budgets, and ensures municipal services are delivered effectively, responsibly, and in alignment with Council's priorities. The CAO provides leadership within a unionized environment and supports a respectful, accountable, and service-focused workplace.

The CAO serves as a key liaison among Council, Town departments, residents, community organizations, businesses, other levels of government, and external partners. The successful candidate will build productive relationships, respond professionally to community needs, and represent the Town with integrity, discretion, and sound judgment.

As the ideal candidate, you are a collaborative and effective leader with demonstrated success leading people, programs, and organizational priorities. You possess strong political and financial acumen, exceptional communication and relationship-building skills, and the ability to navigate complex and competing priorities. You understand the relationship between Council and administration and can translate Council's direction into effective operational plans and services.

Qualified applicants will bring extensive senior-level experience leading major programs, services, or projects, including at least five years in a key municipal government leadership role and five years of supervisory or people-leadership experience, preferably in the public sector. A degree in Public Administration or a related field, or an equivalent combination of education, training, and experience, is required. Candidates will also demonstrate strong knowledge of municipal administration, governance, budgeting, and applicable legislation, together with strong organizational, analytical, conflict-resolution, presentation, and decision-making skills. Demonstrated computer proficiency is also required.

The Town of Three Rivers is committed to employment equity and diversity and encourages applications from all qualified candidates, including women; people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; people with disabilities; and other equity-deserving groups.

The Town offers an attractive benefits package, including a pension plan and medical and dental coverage. **Salary range: $109,275.66 - $136,594.58.**

To apply for this unique leadership opportunity, please submit your application to **recruitment@mcadvisory.com** on or before **October 23, 2026 at 4:00pm** and **state "Chief Administrative Officer" in the subject line of your email.**

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