



Job Opportunity

Position Title: Chief Administrative Officer (CAO)

Location: Town of Kensington, Prince Edward Island

About Kensington

The Town of Kensington is one of Prince Edward Island's fastest-growing communities. Over the past several years, Kensington has seen significant increases in both assessment values and population, with current population estimates approaching 2,100 residents, well above the most recent census figures. Kensington currently delivers the following core services: Credit Union Centre Arena, Parks, Recreation and Culture, Police, Fire, Public Works and Maintenance, Development Control and General Government.

Kensington's growth reflects its role as a thriving service hub in central PEI, offering a blend of small-town character and modern amenities. New residential and commercial development, strong community engagement, and steady investment in infrastructure have positioned the Town for continued success.

This period of expansion makes the Chief Administrative Officer position an especially exciting opportunity, the successful candidate will play a key role in guiding and managing the Town's next stage of growth while ensuring sustainable development, financial responsibility, and quality service delivery.

Position Overview

The Town of Kensington is inviting applications for the position of Chief Administrative Officer (CAO). This is the senior leadership role within the Town and is responsible for administering all municipal operations in accordance with the Municipal Government Act (MGA), Council bylaws, and adopted policies.

The CAO provides strategic leadership and professional advice to Council, oversees all departments and operations, and ensures that the Town delivers high-quality services to residents and stakeholders. At the same time, as this is a hands-on position within a municipal organization, the successful candidate must be prepared to engage directly in day-to-day operations in addition to leading at the executive level.

Reporting directly to Council, the CAO is the head of the municipality's administrative branch and is responsible for:

- Acting as Council's principal advisor and primary liaison between Council, staff,

residents, and external stakeholders.

- Preparing agendas, supporting documentation, requests for decisions, reports, correspondence, and other documentation required for Council and Committee meetings.
- Enforcing the Town's Development Control Bylaw and managing land use matters in consultation with planning and engineering consultants.
- Preparing, administering, and monitoring the Town's annual operating and capital budgets, in consultation with the senior management team.
- Providing financial analysis and long-term planning to ensure fiscal accountability.
- Planning and delivery of capital projects, ensuring timelines, budgets, and service standards are met.
- Developing and submitting funding applications to federal, provincial, and other programs to support Town priorities.
- Hiring, supervising, and evaluating staff while fostering a positive, productive workplace.
- Developing, drafting and administering the Town's policies and bylaws while ensuring compliance with provincial legislation.
- Representing the Town at meetings, events, and intergovernmental discussions.

Qualifications & Skills

- Post-secondary education in Public Administration, Business, Planning, Engineering, or a related discipline, or an equivalent combination of education and experience.
- 7+ years of senior management experience, preferably within municipal government.
- Demonstrated ability to work in a small-team, hands-on environment, balancing high-level strategic responsibilities with direct operational work.
- Excellent leadership, communication, and problem-solving skills.
- A commitment to transparency, accountability, and ethical public service.
- Experience working with and/or reporting to a Board of Directors or Council and elected officials.

- Exceptional skills in strategic planning, human resources management, governance, risk, finance and operations.
- Seasoned, visible and empowering leader with good stress-management skills and ability to evolve in a dynamic environment.
- Strategic thinker, coupled with an innovative and collaborative approach and ability to capitalize on growth opportunities.
- Politically astute, visionary leader and solid decision maker with strong business acumen and a high level of integrity.

Hours of Work:

- 8:30 am - 4:30 pm
- Town Council & Committee Meetings

Benefits:

- Competitive salary (\$47.15 - \$57.15 per hour)
- Group Insurance
- RRSP Contribution
- 35-hour work week

How to Apply:

Interested candidates are invited to submit a cover letter and resume to:

Mayor and Council
 Town of Kensington
 55 Victoria Street East
 Kensington, PE
 C0B 1M0

Or by email to: mayor@kensington.ca. (Please state the title of the position in the subject line)

Application Deadline: **September 15, 2025**

We thank all applicants for their interest, however only those selected for an interview will be contacted.