

## **Deputy Chief Administrative Officer**

### **Town of Three Rivers**

### **Prince Edward Island**

The Town of Three Rivers is a town within Kings County in beautiful Prince Edward Island that was incorporated on September 28, 2018, through an amalgamation of seven municipalities and adjacent unincorporated areas. The Town has continued to prosper and grow since its early days, and now its diverse communities thrive in their own unique ways, from tourism, culture and arts, agriculture, environmental engineering, hospitality and more, which makes Three Rivers the dynamic, flourishing town that it is today.

The Town of Three Rivers is currently seeking a ***Deputy Chief Administrative Officer***.

Accountable to the Chief Administrative Officer (“**CAO**”), the Deputy CAO is a key leadership figure for TOTR, providing trusted advice to the CAO and Town Council, while guiding the Planning Department and supporting Human Resources for the Town. This role champions innovation in public service delivery, fosters a culture of accountability and transparency, and ensures that our municipality continues to grow in a sustainable and community-focused way. In the absence of the CAO, the Deputy CAO assumes full responsibility of the office, ensuring continuity of operations and effective leadership across the organization.

As an ideal candidate, you are passionate about municipal service and community building. You have a strong background in public administration, and a deep understanding of municipal operations, planning, budgeting, and HR. As a progressive leader, you inspire teams, delegate effectively, and ensure compliance with employment, health, and safety regulations, all while driving meaningful impact in the community. You thrive on solving complex problems, making smart decisions, and adapting to changing demands. You excel at communication, and are committed to accountability, collaboration, and delivering exceptional, citizen-focused service.

Qualified candidates must have a degree in Public Administration or a related field from a recognized post-secondary institution. They should have a minimum of five years supervisory experience, preferably in a public sector environment and extensive experience in senior administration. Demonstrated experience in municipal planning, land use, or development control is required. They must also have demonstrated computer proficiency with advanced knowledge in the use of Microsoft Office software. Equivalent education and experience will be considered.

### ***Why Join Three Rivers?***

Three Rivers is a dynamic municipality that combines the historic character of our communities with a progressive vision for the future. Our team is dedicated to building a place where residents thrive, businesses grow, and visitors feel welcome. Working with the Town of Three Rivers means being part of a collaborative, innovative, and community-driven organization that values leadership, creativity, and service excellence.

To apply for this opportunity, please submit your application to [jjamieson@threeriverspei.com](mailto:jjamieson@threeriverspei.com) on or before **October 6, 2025** and ***state the title of the position in the subject line of your e-mail***. For a copy of the full job description, please also email the above address.

**Salary Range: \$91,181.44 to \$113,976.80**, plus a comprehensive benefits package.

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