



## **EMPLOYMENT OPPORTUNITY CHIEF ADMINISTRATIVE OFFICER**

The District of Carleton North was created through the Province's Municipal Reform and is effective January 1, 2023. It includes the same areas that form the Carleton North high school catchment, and that has brought the communities together for the past 45 years. Just like Carleton North High School, the new District of Carleton North will serve and support this entire region on local government matters.

We are seeking a highly skilled, team-oriented, and visionary individual to join our municipality as the Chief Administrative Officer (CAO). As the CAO, you will be responsible for providing strategic leadership, managing operations, and ensuring the efficient functioning of our municipality. This is a unique opportunity to make a significant impact on the community and contribute to its growth and development.

### **Main Duties:**

- Work with the Mayor and Council to develop and implement strategic plans, policies, and initiatives to support the municipality's objectives and priorities.
- Provide leadership to department heads and staff, fostering a culture of teamwork, collaboration, and accountability.
- Responsible for the day-to-day operations of various departments within the municipality, including finance, administration, human resources, recreation, tourism, operations, and public safety.
- Ensure compliance with applicable laws, regulations, and policies while maintaining the highest ethical standards.
- Act as the primary advisor to the Mayor and Council, providing guidance on matters related to municipal governance, legislation, and policy development.
- Attend council meetings, committee meetings, and other meetings as required.
- Represent the municipality in dealings with external stakeholders, including government agencies, community organizations, and the public.
- Foster positive relationships with community partners and engage in community outreach to address concerns and promote transparency.
- Keep abreast of emerging trends, best practices, and legislative changes affecting municipal governance, and provide recommendations for continuous improvement.

### **Qualifications:**

- A degree or certificate in public administration, business administration, or a related field is considered an asset.

- Extensive experience in municipal, public, or private sector management, including a proven track record in a senior leadership role.
- Knowledge of municipal governance, legislation, and best practices would be considered an asset.
- Excellent leadership skills with the ability to motivate and inspire a diverse team.
- Exceptional strategic thinking, problem-solving, and decision-making abilities.
- Excellent communication and interpersonal skills to effectively engage with stakeholders and build relationships.
- Strong financial acumen and experience in budgeting and financial management.
- Demonstrated integrity and ethical conduct in all professional dealings.

To apply for this position, please submit a cover letter and a detailed resume outlining your qualifications and relevant experience to [lesley.mcbride@carletonnorth.com](mailto:lesley.mcbride@carletonnorth.com). Please include "CAO Application" in the subject line of your email. The deadline for applications is July 21<sup>st</sup>, 2023

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