



City of Belleville

Chief Administrative Officer (CAO)

Application Deadline: July 12, 2019

Compensation: \$152,601- \$181,669 (OMERS, pension, benefits)

The City of Belleville is seeking a professional and accomplished individual for the role of Chief Administrative Officer (CAO).

As the CAO, you are expected to successfully deliver the highest caliber of progressive, practical and responsive services to a growing city of over 50,000 residents. The City of Belleville's mission is to promote, encourage and lead economic and social growth within its community through the effective provision of municipal services and the development of community partnerships.

Reporting to The Mayor & City Council, the CAO will contribute leadership, strategy, direction and enthusiasm to a staff of 500 with a total budget of over \$148 million. The CAO will work closely with Council and the Executive Management Team to develop a compelling vision and strategy, establish the targets and standards of performance and drive the City of Belleville to build on past success and realize its full potential.

As an exceptional communicator, politically astute and visionary leader, you have a proven record of achieving organizational, administrative, financial, client service and change management excellence. You are highly regarded as an inclusive relationship builder that places great value on earning the confidence of others through leveraging diversity, team building, community engagement and nurturing strong external partnerships with stakeholders.

You have experience as a CAO or Senior Executive in a municipality or other complex organization with diverse stakeholders. You possess the highest level of ethics, values and integrity and are an accomplished senior executive and strategic communicator with a successful track record building high performance teams. Creative and innovative, you possess a proven record of inspiring others to strive for excellence and are known for your capacity to motivate, mentor and lead with respect, honesty and fairness. As an adept listener, strategic communicator, and relationship builder, competence and confidence are among your strengths, and you are open and respectful.

The Corporation of the City of Belleville

City Hall, 169 Front Street Belleville, Ontario, Canada K8N 2Y8
Telephone (613) 968-6481 | TTY (613) 967-3768
city.belleville.on.ca

Qualifications:

The CAO candidate will demonstrate:

- the ability to develop positive and productive working relationships with Mayor and Council;
- the ability to work with, support and respect a governing body;
- the ability to shape the municipal corporation's future through strong leadership and management ability;
- the ability to think critically and strategically about the corporate strategic plan, the community plan and to help staff align the municipal corporation's efforts to achieve its goals and broader community goals;
- the ability to direct, develop, mentor and support an executive and senior management team;
- the ability to develop and instill a corporate culture of teamwork, achievement and respect;
- the ability to communicate effectively and participate as a productive member of a larger team;
- the ability to think critically, solve complex problems and make effective decisions.

Essential (minimum) Qualifications:

- University Degree in a relevant professional discipline accompanied by post-graduate studies in Business and/or Public Administration and Management studies.

Successful completion of a Bachelor degree is required with the following post graduate work considered an asset:

- Masters in Public Administration
- Masters in Business Administration
- AMCTO Professional Accreditation

Additional Competencies and Experience

The successful candidate will have a minimum of ten (10) years of experience leading, or being part of an executive/senior leadership of, a municipal organization or an organization comparable in size, scope or responsibility.

Their experience will include extensive work with elected officials and stakeholders.

They have strong knowledge of finance including capital and operating budgets, fiscal planning and reporting.

They have working knowledge of or familiarity with the Municipal Act, Municipal Conflict of Interest Act, Municipal Freedom of Information and the Protection of Privacy Act, Ombudsman Act and other related legislation.

To explore this exciting opportunity in confidence, send a detailed cover letter and resume to:

hrgeneral@belleville.ca referencing vacancy **No. SV19-85 or contact Tim M Osborne at 613-967-3200 (3235) by July 12, 2019 not later than 4:30 pm EST.**

A job description is available upon request.

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). We thank all applicants who apply but advise that only those selected for an interview will be contacted.

The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.

Applicants will be required to provide at their own expense a satisfactory criminal reference check dated within the past six (6) months and if deemed a requirement of the position, a driver's abstract to the Human Resources Department on or before the date of the interview but no later than the commencement of employment if selected.