



Join our team as the new

## Chief Administrative Officer

The Municipality of Middlesex Centre is seeking a Chief Administrative Officer to join the Senior Management team.

Located in the heart of Southwestern Ontario, Middlesex Centre has grown to become a community of choice for those seeking a balance between quality of life and opportunity. Our 18,000 dynamic and diverse residents have come together to build a vibrant and progressive community that is uniquely positioned to maintain our collective sense of home while at the same time being prepared for our next phase of business and residential growth.

### Overview of the Position

Reporting to Council, the Chief Administrative Officer (CAO) is responsible for providing vision and leadership to the Municipality through planning, organizing and directing the operation of all municipal services in accordance with legislation, by-laws and policies established by Council. The CAO serves as the organization's representative to the community and community organizations, media, other levels of government, and professional associations. The CAO advises Council and recommends actions to address current and emerging issues as well as trends to ensure that Council policies and programs result in the attainment of Council's vision and mission, and embody its values.

### What we are looking for

The perfect candidate recognizes the importance of organizational leadership and continually looks for new and collaborative approaches to fulfilling Council's strategic goals. Our next CAO must also be accustomed to working with elected officials, boards, committees, associations, and staff members. The ideal candidate will possess exceptional communication skills and a strong collaborative leadership style combined with a university degree in a relevant discipline, together with a minimum of five (5) years experience working as a senior manager in a municipal government environment, or equivalent private-sector experience.

### What We Offer

Middlesex Centre provides competitive compensation, complete with comprehensive health and dental benefits, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. The salary range for this position is \$130,221 to \$152,334 (under review).

### How to Apply

Interested candidates are invited to submit their cover letter and resume to Ms. Jessica Ngai by email [jngai@middlesex.ca](mailto:jngai@middlesex.ca) by **4:30 p.m. on Friday, March 1, 2019**.

Middlesex Centre is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise us of any accommodations needed to ensure your access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.