

## Chief Administrative Officer

Reporting to Council, *the Chief Administrative Officer (CAO)* will be an established leader with a proven ability to embrace and lead the transition, resulting from the pending retirement of the current CAO. The CAO's major responsibility is to oversee and coordinate the day-to-day administration of the County through its department heads. The CAO will support the Warden and Council, in directing and developing public policy, ensuring that Council has clear, comprehensive, and relevant information to make well informed decisions.

### KEY COMPETENCIES

- A professional with a 'big picture' focus and proven experience in developing and leading change.
- An engaging, relationship builder who is accessible to community members from all walks of life, is responsive to their issues, experience, and concerns, who relies on evidence and best practice to inform discussion.
- Mission-focused, seasoned, strategic, and process-minded; experienced in shaping, supporting, and adapting corporate culture to support community and organizational goals.
- Effective at implementing workable solutions in challenging situations, sharing information about findings and process, focused on achieving efficiency and delivering effective service to the public.
- A collaborative leader and innovative thinker with the vision to see opportunities for the community, possessing the wisdom to consult and respond to community interests and needs.
- A skilled communicator, influencer, and negotiator who achieves solutions by mobilizing organizational, collective, and community efforts.
- An excellent listener, respectful, and transparent with exceptional collaborative, interpersonal and presentation skills, accomplished in maintaining effective relationships, guiding, and managing change in a unionized environment, and able to effectively interface with staff, partners, government, the public and key stakeholders.

### THE IDEAL CANDIDATE WILL HAVE:

- A University degree in a related field, Business, Public Administration, Finance, Planning and Development, and a demonstrated commitment to professional development. CMM or CMO designation considered an asset.
- 10+ years' experience as a senior executive in a related municipal, public or private sector environment, and a successful track record working with elected officials and boards.
- Demonstrated ability to establish and maintain productive, collaborative relationships working with elected officials or boards, community partners, government agencies and manage the complexities of a wide range of stakeholders. Bilingual in French and English language, considered an asset.

Interested candidates are encouraged to submit their resume to Allen Prowse at:

[allen@palmercareers.com](mailto:allen@palmercareers.com) 613-389-1108

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

*The United Counties of SDG is committed to employment equity and diversity and welcomes applications from all backgrounds reflecting the diversity of Canadian society.*

### **PALMER & ASSOCIATES**

Venture Business Centre  
556 O'Connor Dr. Kingston, ON K7P 1N3