



Deputy Chief Administrative Officer

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our Town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a highly motivated professional to provide sound executive management support to the Chief Administrative Officer and Council.

Reporting to the Chief Administrative Officer, this position will oversee the Growth Services and Infrastructure Services departments. This exciting new role provides an opportunity to work with committed professionals who are ready to take the next step in service delivery excellence.

Duties and Responsibilities

- Act as the CAO in the CAO's absence or as otherwise designated by the CAO.
- Attend Council/Committee meetings and make policy, service level, and long-range/ strategic/ business planning recommendations.
- Communicate and facilitate the implementation of Council decisions.
- Lead the Growth Services and Infrastructure Services departments in the design and execution of growth and asset management strategies and services.
- Direct the preparation of department budgets, providing recommendations with respect to both current and capital budgets, and exercise financial control over approved appropriations.
- Represent the Town with external agencies and on behalf of Council as required.
- Monitoring the activities of local Boards/Agencies, the County, and service partners of the Corporation.
- Oversee and monitor legislative compliance and sound fiscal management of the Corporation.
- Foster an environment of positive public relations, both internally and externally such that the public respects and has confidence in the administration of the business of the Town.
- Act as an ambassador within the local and larger municipal community and championing the programs/policies of Council promoting Bradford West Gwillimbury as a preferred place to locate.

Key Competencies and Qualifications

- Degree in Engineering or Planning with preference given to those with a Masters in Business Administration.
- Eight (8) years of progressively responsible experience as a senior leader in a municipal government position. Significant executive experience in a corporate portfolio including municipal experience in a high-growth environment, extensive experience working with elected officials and general management experience in a unionized environment.
- Knowledge of the Ontario Municipal Act, Planning Act, and specific related legislation of water, wastewater, solid waste, building and engineering regulations.
- Ability to think and act strategically and appropriately in a political and community service environment.
- Ability to promote a culture of inclusiveness and work with a diverse population of employees, agencies and the public.
- Demonstrated proficiency with information technology including Microsoft Office Suite.
- Availability to attend evening and/or weekend meetings or other events as required.
- Ability to provide a satisfactory Criminal Record and Judicial Matters Check upon hire.

The position offers a salary range of \$168,692 to \$210,865 (2024 rates) based on a 35 hour workweek plus a competitive benefit package and an option for flexible work arrangements.

****Interviews for this role will be held between February 28 and March 1, 2024. Applicants are asked to ensure their availability during this time frame to accommodate an interview if selected****

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Closing date for this position is February 16, 2024.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.