



Township of Oro-Medonte is seeking a Chief Administrative Officer

The Township of Oro-Medonte is a picturesque and progressive municipality on Lake Simcoe, located between the cities of Barrie and Orillia, with a population of approx. 23,000, and a land area of 61,000 hectares. It includes a number of settlement areas that continue to urbanize and grow. Oro-Medonte provides residents and visitors unparalleled, year-round recreational opportunities, the riches of life in a rural setting, with the convenience of being just a short drive to the Greater Toronto Area.

As one of Ontario's premier quality of life communities, the Township of Oro-Medonte is committed to its strategic goals including: Preparing for Our Future, Fostering Safe and Inclusive Community Living & Business Growth, Modernizing Township Services & Supporting our Workforce.

The Township of Oro-Medonte is seeking an experienced municipal professional as our **Chief Administrative Officer (CAO)** who will embrace and lead the Township's talented team. Reporting directly to the Mayor and members of Council, the CAO is responsible for the strategic and inclusive leadership of the Senior Management Team and the general management of the Corporation. The CAO, as the forefront of the organization, leads the Townships, mission, value and vision through promotion, demonstration and championing these foundational beliefs. The CAO also serves as key advisor and liaison to Council.

The ideal candidate will be an Impactful leader with a proven ability to work collaboratively with multiple stakeholders and foster an environment of empowerment, accountability, innovation, and continuous improvement, aligning with the Township's commitment to Public Service Excellence. In addition, you are known for your business acumen, political acuity, your commitment to leading best practices, and fiscal accountability.

As CAO, you will ensure compliance with all applicable Provincial legislation/regulations and Township By-Laws; oversee and participate in interdepartmental and corporate planning and strategic initiatives; direct the preparation and monitoring of capital and operating budgets and long-term financial forecasts, provide approval of Council reports, and participate in all Council meetings. In addition, the CAO is appointed as the Chief Executive Officer of the Municipal Service Corporation (MSC) Holding and Operating Corporations, as well as the Emergency Management Control Group Director.

This key executive role requires a university degree in a relevant professional discipline accompanied by post-graduate studies in government/public administration, political science, business, or related specialty. Additional requirements include: minimum 10 years' experience in municipal government at the senior management level, maintaining a large corporate portfolio, and experience in a multi-faceted, fast-paced unionized environment. Superior knowledge of municipal and employer related legislation/regulations, municipal financial and reporting processes, municipal risk and insurance practices, employee/labour relations principles, collective bargaining, and contract administration experience with a track record of building and maintaining strong engaged teams are considered key assets for the role.

The Township of Oro-Medonte offers a flexible/hybrid work environment. This senior management position offers a salary commensurate with experience and education (2024 salary range \$181,566 to \$220,694) plus a competitive benefit package. Individuals having the required qualifications and experience are encouraged to submit a resume and letter of application by 4:30 pm, Wednesday, February 28, 2024, to:

CAO Recruitment Committee
Township of Oro-Medonte
148 Line 7 South, Oro-Medonte, Ontario L0L 2E0
Email: caorecruitment@oro-medonte.ca

A detailed CAO RECRUITMENT PACKAGE is available on our website:
<https://www.oro-medonte.ca/working-here/career-opportunities/>

We thank all applicants; however, only those considered for an interview will be contacted.

The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte Human Resources Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the Director, Human Resources.