



**SAULT
STE. MARIE**

Job Vacancy

Deputy Chief Administrative Officer -Community Development & Enterprise Services-

Status: Full Time
Wage Range: \$167,805 - \$199,782 annually
Job Class: 12
Posted: February 9, 2024
Closes: March 1, 2024, 4:30pm

Reporting directly to the Chief Administrative Officer (CAO), the Deputy CAO – CDES will be responsible for long-range planning and achievement of corporate objectives and goals; development of policies and programs; establishing plans and expected results. Participates on Executive Management Team (EMT), operational forecasting and provision of services; ensuring provision of appropriate reports. The Deputy CAO provides leadership, growth and development in the Community Development and Enterprise Services area.

The Deputy CAO will ensure operations are focused on achieving corporate strategic goals and business is conducted according to established policies and vision.

Qualifications:

- University degree in a relevant field of study; e.g. Bachelor of Business Administration, Bachelor of Commerce, Bachelor of Arts – Public Administration, Bachelor of Science - Economics.
- Masters degree in a related field (e.g. MBA, MPA), is an asset.
- Seven years of Senior Management/Operations Management, preferably within regional or municipal government.
- Solid understanding of business functions (HR, finance, etc.)
- Knowledge of fiscal planning, budgeting and reporting.
- Knowledge of relevant laws and regulations.
- Proficient in MS Office and databases.
- Exceptional communication and interpersonal skills.
- Ability in decision-making and problem-solving.
- Excellent organizational and leadership skills.
- Strong economic development and enterprise acumen.

Preferred Competencies:

- Strategic Focus
- Visionary Leadership
- Guiding and Developing Staff
- Decision Making / Problem Solving
- Cultural Competence
- Economic Development / Business Acumen

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 013-013-2024 Deputy CAO – Community Development & Enterprise Services

Visit our website for full job description at www.saultstemarie.ca/jobs

- ❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*
- ❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*

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