

Chief Administrative Officer

Our Community

The Township of Ramara is a rural gem nestled in Central Ontario just 90 minutes from the GTA. Positioned on the breathtaking northeastern shores of Lakes Simcoe and Couchiching, Ramara is the gateway to natural beauty with access to two provincial parks, pristine beaches, and scenic trails.

Ramara is home to just over 10,000 full-time residents, a number that swells in the summer months with seasonal residents and visitors. Whether it is the rural, small-town lifestyle, the friendly people, the beautiful scenery or infinite outdoor adventures, there are many reasons people from near and far choose Ramara as their home.



The Opportunity

The Chief Administrative Officer (CAO) plays a pivotal role in steering the municipality's administration, with a focus on service excellence! We are looking for a dynamic and forward-thinking leader who wants to make an impact on our organization and our community! The team in Ramara is comprised of a staff that thrives on being creative and coming up with new and innovative ways to meet the ever-changing needs of our community!

Reporting to and advising a Council consisting of the Mayor, Deputy Mayor and five Councillors, the CAO oversees the administration and operations of the Township and its \$37M+ budget by providing strategic leadership and direction to a talented municipal leadership team to develop and deliver excellence in programs and services that align with Council's direction and the Township's Strategic Plan. Most importantly, you are a motivating and collaborative team leader who enjoys coaching and building high-performing teams focusing on service excellence.

Candidate Profile

- Education & Experience**
The ideal candidate possesses relevant professional accreditations and extensive progressive experience in public administration.
- Governance & Compliance**
The ideal candidate ensures compliance with Township policies and procedures, as well as federal and provincial laws, while maintaining the highest standards of confidentiality and integrity.
- Strategic Leadership**
The ideal candidate provides leadership and direction to the senior management team, upholding exemplary leadership standards in all facets of daily operations and in achieving the organization's strategic objectives.
- Relationship and Community Engagement**
The ideal candidate can build and maintain cohesive and collaborative relationships with staff, elected officials, neighbouring municipalities, upper-tier government and the community.
- Change & Crisis Management**
The ideal candidate is capable of effectively navigating change and crisis management by maintaining open communication and leading teams effectively.
- Financial Oversight**
The ideal candidate will oversee financial matters in accordance with approved budgets and long-term financial forecasts to ensure operational excellence and service delivery.