



Chief Administrative Officer

The **City of Cornwall** is a progressive community of 50,000, situated on the banks of the St. Lawrence River in Eastern Ontario. Rich in history and natural beauty, Cornwall offers world-class amenities as well as small town charm and hospitality. Cornwall is Ontario's easternmost city, just over 400 kilometres east of Toronto, 100 kilometres southeast of Ottawa and 120 kilometres west of Montreal. Cornwall boasts a modern economy led by forward thinkers who have made the city an excellent place for a career and raising a family. For more information, visit www.cornwall.ca.

With a combined operating and capital budget of approximately \$264M and over 1,000 permanent and part-time staff, the City of Cornwall is committed to meeting the needs of our residents and business community by delivering efficient and effective services.

In support of this, Council recently adopted a new strategic plan for term of Council. The vision is to ensure that residents and partners feel safe, welcome, and enjoy a high quality of life where everyone is supported by financially responsible and sustainable municipal services and infrastructure. The mission is to foster a vibrant, inclusive and forward-thinking organization and community for current and future generations. The new strategic plan is based on four strategic pillars that include housing for all, community connections, net-zero by 2050 and future ready, supported by our values of accessibility, bilingualism, collaboration, inclusiveness, innovation, integrity, leadership, transparency and respect.

Inspire our Future as our Chief Administrative Officer

The ideal candidate will be an experienced, trusted and collaborative leader with a proven track record of results and accomplishments in municipal government. You have exceptional communication skills and the political acumen to interact with diverse-interest holders to foster the development of partnerships, engage and inspire our employees while ensuring customer service excellence.

Reporting to the Mayor and Council, the **Chief Administrative Officer** is responsible for the strategic leadership and efficient delivery of all the municipality's administrative and operational services. As the key advisor to Council, you will work closely with elected officials to develop and implement operational plans and ensure the coordination of services which align to and support our strategic priorities. You will recommend policies, plans, and programs that benefit our residents by being efficient, accountable and fiscally sound. You will work to enhance growth and development in the community as well as ensure the effective utilization of resources through the priorities and guiding principles in our strategic plan.

Leading a talented staff team, and working in a complex unionized environment, this position guides and inspires a dedicated workforce and helps foster a workplace culture focused on service excellence, innovative thinking, and teamwork while positioning the City of Cornwall as an employer of choice.

The City offers a competitive total rewards package including generous benefits, a generous vacation schedule, and a work-life balance program with a salary range of \$217,000.00 - \$244,924.00.

The Corporation of The City of Cornwall strives to promote and demonstrate the values of Equity, Diversity, and Inclusion. We are committed to reflecting the diversity of the community we serve and encourage qualified candidates of all backgrounds and abilities to self-identify in their application. Accommodation will be provided in all parts of the hiring process as required. Applicants need to make their needs known in advance.

How to Apply

To explore this opportunity please apply via email by **November 25th, 2024 or sooner to careers@waterhousesearch.net** quoting project **CW-CAO**. Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Amy Oliveira at 416-214-9299 x4, amy@waterhousesearch.net, or Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.net.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.