



Chief Administrative Officer

WATERHOUSE
EXECUTIVE SEARCH

Tweed is both a village and a municipality located two hours from Toronto and Ottawa, in eastern Ontario, within Hastings County. Known as the Gateway to the Land O' Lakes and the Bay of Quinte Region, the Municipality of Tweed is celebrated for its small-town friendliness, affordability, accessibility, beautiful natural surroundings, outdoor recreational activities, and vibrant annual events.

The Municipality has a total population of about 6,057, with 2,512 private dwellings occupied by residents. Approximately 30% of the population lives in the Village of Tweed, the primary urban center, while the remaining 70% reside in five hamlets throughout the extensive rural area that stretches from Wadsworth Lake in the north to Roslin in the south. Covering approximately 230,000 acres, about 30% of the Municipality consists of Crown Land, while lakes, rivers, and streams account for roughly 4,650 acres. There are approximately 600 kilometers of roads throughout the area.

Tweed provides a wealth of outdoor experiences for families and visitors alike. With activities ranging from fishing and hunting to hiking and canoeing, the region is blessed with recreational opportunities that cater to all interests. Families will appreciate access to quality schools, healthcare facilities, and reliable internet services—all conveniently located within a short drive to the regional hubs of Belleville and Kingston.

This community is an ideal setting for a municipal professional seeking to establish deep roots and thrive alongside a Council and community dedicated to progressive leadership and a high quality of life.

With a combined operating and capital budget of approximately \$11M and over 40 permanent and part-time staff, the [Municipality of Tweed](#) is committed to meeting the needs of our residents and business community by delivering efficient and effective services.

Inspire our Future as our Chief Administrative Officer

As the ideal candidate you are an inspiring, principled, and collaborative leader with a proven track record of results and accomplishments with related experience from either a public sector or private sector organization. You have exceptional communication skills and the political acumen to interact with an engaged council, diverse stakeholders, foster the development of partnerships, develop our workforce and inspire our employees, while ensuring customer service excellence. Lastly, you will have an exceptional understanding of forward-thinking strategies as it relates managing responsible growth, ensuring effective municipal operations in a fiscally accountable fashion and guiding our organization into the future, while retaining our small-town community charm.

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 have the vision 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 innovative, 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 as identified by Council.

Leading a talented team, you will inspire a dedicated workforce and help foster a workplace culture focused on service excellence, innovation and teamwork while positioning Tweed as an employer of choice. Tweed offers a competitive total rewards package including benefits, vacation, training and development, not to mention an opportunity to work with an engaged Council in a beautiful community.

How to Apply

To explore this opportunity please apply via email by **March 7th, 2025 or sooner to careers@waterhousesearch.net** quoting project **TWEED-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.