

Deputy Chief Administrative Officer – County of Grey

Grey County is seeking an experienced and dynamic Deputy Chief Administrative Officer (DCAO) to join our team. Reporting to the Chief Administrative Officer (CAO), the DCAO will provide strategic advice to the CAO and Council, assist in managing daily operations, and act as the CAO in their absence. This role requires strong leadership, overseeing multiple departments while driving innovation and strategic thinking.

Located in southwestern Ontario, Grey County is known for its beautiful landscapes, rich cultural heritage, and vibrant communities. With a diverse economy spanning agriculture, manufacturing, tourism, and services, it offers a supportive environment for residents and businesses alike. Committed to innovation, sustainability, and inclusivity, Grey County is an ideal place to live, work, and thrive. Join us and contribute to a region that values collaboration, creativity, and a high quality of life.

Key Responsibilities:

- Lead the implementation of Council direction for assigned departments, ensuring alignment with the vision, mission, values, and Strategic Plan of the Corporation.
- Develop and maintain constructive and trusting relationships with Council, CAO, and the Senior Management Team.
- Provide visible and positive leadership to staff, fostering an inclusive and respectful work environment.
- Ensure departments meet or exceed regulatory and compliance requirements, maintaining high service and performance standards.
- Promote employee engagement through change management practices, coaching, mentoring, and supporting staff development.
- Recommend and assess corporate policies, management operating policies, procedures, work systems, methods, and standards.
- Develop and strengthen effective working relationships with various stakeholders, including Council members, member municipalities, external agencies, businesses, other levels of government, and the public.
- Manage and monitor complex capital and operating budgets, financial reporting, and sustainable long-term financial strategies.
- Provide support, direction, and oversight of key corporate strategic initiatives.

Qualifications:

- Extensive experience related to the duties listed above, typically acquired through a post-secondary degree in a related discipline.
- Ten years of progressive leadership experience in municipal government, including five years in a senior management position.
- Excellent knowledge of statutory, operational, and advisory duties under the Ontario Municipal Act.
- Proven leadership experience and capabilities to achieve extraordinary results through others.
- Ability to develop and maintain effective working relationships at all levels internally and externally.
- Strong strategic leadership skills, with the ability to lead complex initiatives and issues.
- Understanding of public/private partnerships, change management, financial management, business case development, risk management, and system design.
- Excellent written and verbal communication, presentation, and public speaking skills.
- Strong negotiation, mediation, and dispute resolution skills.
- Keen understanding of the political landscape and dynamics within upper-tier municipal government.

How to Apply: Interested candidates are invited to submit their resume and cover letter by Wednesday, April 2nd at 12:00 p.m. (noon) to kayla.rier@grey.ca. Please include "Deputy Chief Administrative Officer Application" in the subject line.

Grey County is proud to be an equal opportunity employer, and promotes a culture of respect where all team members are valued for their unique talents, knowledge and lived experiences.

Accommodations are available for all parts of the recruitment process. Applicants are encouraged to outline accommodation needs when submitting their application. If alternate methods of application are required, candidates can email kayla.rier@grey.ca.

While we thank all candidates for their interest, only those selected for an interview will be contacted.

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Drivers Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.