



Job Posting

The City of Quinte West invites applications for the following full-time position:

Chief Administrative Officer (CAO) **Office of the Chief Administrative Officer**

Located between Toronto and Kingston in southeastern Ontario, the City of Quinte West is a growing community, home to almost 50,000 residents. Created through the amalgamation of the City of Trenton, the Village of Frankford, Sidney Township and Murray Township in 1998, the City of Quinte West offers a unique mix of rural and urban lifestyles. Quinte West is notably home to Canada's largest military base, 8 Wing/CFB Trenton, and prides itself on being a sought-after tourism and recreation destination as a gateway to the world-famous Trent-Severn Waterway. The natural features of Quinte West are complemented by its strong, vibrant and diverse economic base, making Quinte West an exciting place to live, work and play!

The CAO is the City's most senior administrative leader and is responsible for leading the organization's Senior Management Team, supporting Council's strategic priorities, and ensuring the efficient delivery of programs and services to the community. The new CAO will play a vital role in shaping the City's future while maintaining the City's commitment to service excellence, responsible decision making, and continuous improvement.

The City's CAO recruitment process aims to identify candidates with a strong track record in public sector leadership, strategic planning, and community engagement.

Key accountabilities include:

- Driving change by establishing and maintaining a vision and strategic direction for the City;
- Leading the quality and efficient management of the City to effectively utilize the human, financial and physical resources;
- Fostering collaboration and a high performing team, promoting continuous improvement, and bringing positive outcomes for exemplary public service delivery;
- Communicating internally and externally with the community, its business leaders and key stakeholders;

This position requires a minimum of a four (4) year university degree in public administration, finance, economic development, engineering, planning, human resources or an equivalent discipline related to the functions within municipal government. The ideal candidate will also have significant experience in a corporate portfolio, including working with elected officials and general management experience in a unionized environment, as well as comprehensive knowledge of government affairs and governing legislation and public responsibilities related to municipal government administration in Ontario.

Although not required, a Certified Municipal Officer (CMO) designation from the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) would be considered a preferred asset for the position.

This position also requires a minimum of ten (10) years of related experience in progressively responsible senior management in a related municipal, public, or private sector environment and a successful track record working with elected officials or boards of directors. The ideal candidate will also have a minimum of five (5) years of experience managing staff in a senior municipal role and previous unionized experience.

Remuneration: 2025 Non-Union Salary Grid Band 18 \$199,556.39 to \$216,909.12 annually.

Interested applicants are invited to apply online with their resume by **11:59 pm on June 11, 2025**. They may also visit the City of Quinte West website at www.quintewest.ca for more information.

We thank all applicants for their interest and advise that only those candidates 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 is used to determine eligibility for potential employment.

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate the individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 x1106 or email hr@quintewest.ca if you require an accommodation to ensure your participation in the recruitment and selection process.

Applicants will be required to consent to the completion of a criminal background check and the completion of a driver's abstract, if deemed a requirement of the position.