Job Posting: Chief Administrative Officer / Clerk

Location: Township of North Stormont
Reports To: Council

Due to an upcoming retirement, the Township of North Stormont is seeking an experienced leader to serve as its Chief Administrative Officer/Clerk (CAO/Clerk).

Position Overview

The Township of North Stormont is seeking an experienced leader to serve as its Chief Administrative Officer/Clerk (CAO/Clerk). This senior executive position is responsible for providing strategic leadership, policy guidance, and administrative oversight to all municipal departments. The CAO/Clerk ensures the effective delivery of services, compliance with legislation, and alignment with Council's strategic priorities, while also fulfilling statutory duties under various provincial acts.

The candidates desired will demonstrate experience in the following areas of responsibility:

1. Strategic Leadership
Provides visionary direction and oversees the execution of strategic plans to ensure effective municipal governance and service delivery.

2. Governance & Council Relations
Advises Council on policy and legislative matters while supporting their decision-making and governance responsibilities.

3. Financial Acumen
Manages budgeting, forecasting, and financial operations to ensure fiscal responsibility and alignment with municipal priorities.

4. Human Resources Management
Oversees all HR functions, fostering a respectful and inclusive workplace while ensuring compliance with employment legislation.

5. Legislative & Statutory Compliance
Performs statutory duties and ensures the municipality adheres to all relevant legislation and regulatory requirements.

6. Stakeholder Engagement & Communication
Builds and maintains strong relationships with internal and external stakeholders, representing the Township in public and media forums.

7. Clerk & Legislative Services
Manages official records, elections, and procedural matters in accordance with legislative requirements and best practices.

8. Adaptability & Decision-Making
Navigates complex and high-pressure situations with sound judgment, discretion, and responsiveness to emerging issues.

Qualifications

- University degree in Public Administration, Commerce, or a related discipline.
- Minimum ten (10) years of progressive municipal experience, including five (5) years in a senior management role.
- Completion of the Certified Local Government Management Program or equivalent; CMO designation through AMCTO is considered an asset.
- Demonstrated experience building effective relationships with diverse stakeholders.
- Highly developed leadership, communication, and interpersonal skills.
- Strong political and business acumen with a deep understanding of municipal governance, finance, and operations.
- Strong written and verbal communication skills in English; bilingualism in French is considered an asset.

The salary range for this position is $126,989-$165,692 (2025 rate). A full job description is available on the Township's website: https://www.northstormont.ca/

Interested applicants are invited to submit a cover letter and resume detailing their qualifications and work experience, marked confidential, no later than **8:00 a.m. on Monday, October 6, 2025**, to Kristen Sommers, Human Resources Manager at recruitment@sdgcounties.ca.

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact the Human Resources Manager 613-330-4689. Should you require any special accommodation(s) to apply for a position or interview with the Municipality of North Stormont, we will accommodate this request.