

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following existing vacancy:

Chief Administrative Officer (CAO)

Permanent, full-time position.

Salary: \$210,061.00 - \$252,586.00 (35 hours per week).

Work Location: 555 Courthouse Road, Cobourg, Ontario.

The Chief Administrative Officer (CAO) is the senior executive leader of the County's administration, responsible for inspiring excellence across the organization and ensuring services are delivered effectively, efficiently, and with integrity. As a trusted advisor to Council, the CAO provides strategic guidance and balanced, evidence-based advice that supports informed decision-making and long-term community well-being. The CAO is a visionary and collaborative leader who motivates staff, fosters innovation, and stewards the County's human, financial, and physical resources responsibly. By championing a culture of accountability, service, and respect, the CAO ensures Council's direction is carried out in ways that strengthen public trust and enhance the quality of life for residents and businesses.

Key responsibilities:

Stewardship of County Resources

- Lead the effective and responsible allocation of the County's human, financial, and physical assets, balancing innovation, sustainability, and fiscal accountability.
- Oversee and authorize expenditures, contracts, and procurement in accordance with Council policies and applicable legislation.
- Direct the preparation of operating and capital budgets, business plans, and long-term financial models that advance Council's strategic priorities.
- Monitor departmental performance to ensure alignment with budgets, business plans, and service delivery goals.
- Recommend changes to organizational structure to improve agility, efficiency, and service outcomes.
- Oversee human resource functions succession planning for Director level positions.
- Provide direction as required in labour relations, including collective bargaining, grievance resolution that has a significant monetary commitment, and compensation frameworks.
- Recommend the appointment, suspension, or dismissal of department heads; provide guidance on staff management within the framework of municipal policies and collective agreements.

Execution & Implementation of Council Direction

- Convene regular meetings with department heads to translate Council's policies and directions into operational plans, assigning accountability and tracking progress.

- Establish communication systems to cascade Council’s vision, priorities, and policy decisions throughout the organization.
- Monitor and report on the timely execution of programs, policies, and by-laws.
- Provide Council with clear, accessible updates on initiatives, program outcomes, and the financial health of the County.
- Ensure enforcement of County and Municipal by-laws in collaboration with relevant departments and stakeholders.

Advising & Enabling Council’s Policy Role

- Oversee the preparation of Council and Committee agendas, ensuring that materials are concise, evidence-based, and present clear options with risk considerations.
- Serve as a strategic advisor to Warden and Council, offering balanced insights during deliberations.
- Maintain strong relationships with community organizations, agencies, other municipalities, and provincial/federal partners to advance municipal priorities.
- Monitor and interpret legislative, regulatory, and policy changes to support proactive decision-making.
- Promote transparency and trust through effective communications with the public, Member Municipalities, media, and stakeholders.
- Undertake additional responsibilities assigned by Council.

Leadership, Culture & Innovation

- Inspire and model a culture of collaboration, high performance, continuous improvement, and public service excellence.
- Champion innovation and lead change initiatives that embed data-driven and evidence-based decision-making across the organization.
- Foster a safe, inclusive, and values-driven workplace that promotes employee well-being and growth.
- Act as an ambassador of the County’s values, demonstrating integrity, fairness, and accountability in all leadership actions.

Member Municipality Collaboration

- Foster strong working relationships with Member Municipal Chief Administrative Officers to identify and pursue shared service opportunities, joint initiatives, and collaborative strategies that enhance service delivery and generate cost efficiencies across the County.
- Promote coordinated planning & policy alignment among municipalities to support regional priorities and optimize resource utilization.
- Co-Chair Inter-Municipal Chief Administrative Officer bi-monthly meetings with the 7 Member Municipal Chief Administrative Officers
- Ensure timely and accurate dissemination of Council decisions and directives to lower-tier municipalities for coordinated implementation and governance alignment.

Qualifications & skills:

- Master’s degree (or equivalent) in Public Administration, Business Administration, Commerce, or related discipline.
- Minimum ten (10) years of progressive senior leadership experience in municipal or comparable public sector organizations, including oversight of multiple departments, complex services, and unionized environments.
- In-depth knowledge of municipal legislation, governance structures, and best practices in municipal administration.
- Demonstrated success in leading organizational transformation, performance management, strategic planning, and service delivery improvement.

- Strong political judgment with proven ability to work effectively with elected officials, community partners, and other levels of government.
- Exceptional communication, consensus-building, and public engagement skills, with experience in media and stakeholder relations.
- Evidence of integrity, discretion, and ethical leadership under public scrutiny.
- Familiarity with the County's seven (7) municipalities, values, and culture is an asset.
- Experience in digital transformation, data analytics, and modern service design is an advantage.

The successful candidate will be required to submit a satisfactory criminal record check prior to the commencement of employment.

We thank all applicants for their interest, however, only those selected for an interview will be notified.

What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing opportunities for growth and excellence.
- **Retirement Savings:** We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- **Employee and Family Assistance Plan:** Our wellness program includes health support and assistance to ensure your well-being.
- **Work-Life Balance:** We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

How to Apply:

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (doc or .docx) or Adobe (pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Wednesday, December 3, 2025**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.