

Dufferin County is a growing community just 45 minutes north-west of Toronto. It is home to about 71,000 people and is expected to reach 95,000 by 2051. Covering 1,487 square kilometres Dufferin County combines picturesque landscapes and charming small towns, blending modern farm operations and food processing facilities with emerging sectors in manufacturing, construction and tourism.

Dufferin County encompasses the local municipalities of Orangeville, Shelburne, Mono, Melancthon, Mulmur, Amaranth, East Garafraxa, and Grand Valley, and offers both opportunities and challenges as it navigates growth, urbanization and economic diversification.

It is an upper tier municipality that provides a range of services to residents including social services, social housing, childcare programs, long term care, paramedic services, economic development, planning, tourism, museum services, public works, forestry management and waste management services. With a combined 2026 operating and capital budget of \$171 million, and 450 permanent, part-time and seasonal employees, the County is committed to meeting the needs of eight partner municipalities, its residents and the business community by delivering efficient and effective services.

Inspire our Future as our Chief Administrative Officer

The ideal candidate will be an inspiring, principled, and collaborative leader with a proven track record of results and accomplishments in municipal government or related business environment. You have exceptional communication skills, political acumen, and the ability to foster partnerships with diverse interest-holders while engaging and motivating our employees and ensuring customer service excellence.

Reporting to the Warden and Council, the **Chief Administrative Officer** is responsible for the strategic leadership and efficient delivery of all the County'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 with and support our strategic priorities. You will recommend innovative and fiscally sound policies, plans, and programs that benefit county residents. You will work to manager growth and development in the county and ensure the effective utilization of resources while focusing on priorities established by Council.

Leading a talented team of employees, and working in a complex unionized environment, the ideal candidate will inspire a dedicated workforce, fostering a workplace culture focused on service excellence, innovative thinking, teamwork, inclusion and diversity while positioning Dufferin County as an employer of choice.

At Dufferin County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. The County offers a competitive base salary (\$254,600 - \$297,843) plus benefits and a pension plan through OMERS.

How to Apply

To explore this opportunity, please apply via email with a covering letter and resume **by April 6, 2026 or sooner to careers@waterhousesearch.net** quoting project **DC-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.