Chief of Staff - Job ID #2785

Job Title	Chief of Staff	**Status / Job Type**	Permanent Full Time
Commission	CAO & Mayor's Office	**Department**	C.a.o. Office
Union Affiliation	APAE/EXEMPT	**Number of Openings**	1
Rate of Pay	$52.38 to $65.48	**Benefits Entitlement**	Yes
Hours of Work	35 Hours Per Week	**Posting Date (4:30 pm)**	Nov 26, 2026
Existing Vacancy	Replacement	**Closing Date (4:30 pm)**	Dec 10, 2026

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. At the City of Brantford, we strive to reflect our values of Integrity, Collaboration, Continuous Improvement, Respect and Inclusion in everything we do. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Mayor and in collaboration with the Chief Administrative Officer (CAO) and the Senior Leadership Team, the Chief of Staff directs the activities in the Office of the Mayor. The Chief of Staff ensures a close working relationship between the Mayor, Council, the CAO, and the City's staff leadership by coordinating and facilitating dialogue, communication, and initiatives. The Chief of Staff maintains positive relationships between the City and community organizations, other levels of government, Indigenous communities, educational institutions, and other critical stakeholders. The Chief of Staff manages special projects, undertakes research, completes analysis and makes recommendations to the Mayor. The Chief of Staff oversees the flow of inbound and outbound communications from the Office of the Mayor. The Chief of Staff will assist the Mayor to build and sustain a network with local, provincial, and federal governments and will assist the Mayor to advocate for the City's interests with these organizations. The Chief of Staff will also assist the Mayor to maintain and promote strong working relationships with Indigenous Communities including Six Nations of the Grand River and Mississauga s of the Credit. The Chief of Staff will provide a flexible resource in the support of the Mayor for a wide range of activities and programs. Work assignments and focus may change significantly based on priorities and emerging issues.

Qualifications

- A four (4) year university program with a Bachelor s degree in Public Administration, Business Administration, or Political Science, with five (5) years related experience; or an equivalent of related education and experience.
- Experience in a municipal or other government setting would be an asset; political acuity and diplomacy are required.
- A persuasive communicator with skill in dealing with complex issues, capable of managing and strengthening relationships with senior staff, various levels of government, Indigenous communities and other community stakeholders.
- Adept at managing the flow of business into a complex executive office environment.
- Effective project management skills with attention to detail are a must for this position.
- Experienced in computer applications including MS Office (Word, excel, PowerPoint, Outlook), MS Project.
- Possess a valid class 'G' driver's license in good standing during the course of employment.

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.