



**The Corporation of the County of Haliburton  
Requires a**

**Chief Administrative Officer (CAO)/Clerk**

The County of Haliburton, known as the Haliburton Highlands, where residents and visitors celebrate the essence of Canada's outdoor and creative spirit, is a vibrant region located in Central Ontario - north of highway 7, east of highway 11, and just south of Heaven! We are comprised of four unique and beautiful municipalities: Algonquin Highlands, Dysart et al, Highlands East and Minden Hills, and we are home to Fleming College Haliburton Campus - School of Fine Art and Design.

Haliburton Highlands offers a magical combination of natural beauty and creative inspiration, as well as work-life balance that is sought by so many. With over 500 lakes, more than 2000 kms of recreational trails and a 100,000 acre privately owned forest "The Haliburton Forest"; community isn't something we have; it's something we do.

Woven through 4-season outdoor adventure, is one of the most diverse creative communities to be found anywhere in cottage country: artist studios, a thriving music and theatre scene, an opera studio, and art galleries both indoor and outdoor. Haliburton Highlands is where the stars hang out!

All this opportunity makes Haliburton Highlands the perfect place to live, to work and to play. Come and join our ever-growing community of businesses and volunteers, a well-known tourist destination, and a wonderful place to grow.

We respectfully acknowledge that the County of Haliburton is located on Treaty 20 Michi Saagiig territory, and in the traditional territory of the Michi Saagiig and Chippewa Nations, collectively known as the Williams Treaties First Nations, which are Curve Lake, Rama, Hiawatha, Alderville, Scugog Island, Beausoleil and Georgina Island First Nations. We acknowledge a shared presence of Indigenous nations throughout the area, and recognize its original, Indigenous inhabitants as the stewards of its lands and waters since time immemorial.

With a pending retirement, Haliburton County is recruiting for a new Chief Administrative Officer (CAO)/Clerk. Reporting directly to County Council, the CAO/Clerk will be responsible for the efficient and effective administration of all departments and resources of the County. The CAO/Clerk will perform all duties pursuant to the provisions of the *Municipal Act*, the Procedural Bylaw and Delegation of Authority By-law, and in accordance with all other applicable standards, regulations, and legislation. The CAO/Clerk will manage and provide ongoing support and direction to the Senior Management Team, comprised of six (6) Directors, and provide direction and leadership to two (2) additional positions. The CAO/Clerk will provide advice to Council on the strategic priorities and business affairs of the municipality, providing policy recommendations on all aspects of municipal operations and directing implementation. This position holds the statutory office of Clerk and also represents the County on Regional, Provincial and Federal initiatives.

Qualified candidates will possess a university degree in a related field, such as Public Administration, Municipal Finance, Municipal Law, etc., or equivalent progressive experience. Candidates must have at least five (5) years of progressive senior management experience, and either possess, or be able

to obtain designation as an Accredited Ontario Municipal Clerk (AOMC), and/or Certified Municipal Officer (CMO). The ideal candidate will possess legislative services experience, proficiency in implementing financial, development, capital works and infrastructure improvement plans. Additional experience will include strategic planning and organizational development.

The successful candidate will possess a solid understanding of municipal operations, legislation, finance, budgeting, infrastructure, planning and economic development. Strong interpersonal, communication, negotiation, and facilitation skills are required as is an ability to be a strategic and creative thinker with the skill to align County programs and services with strategic priorities, goals, and objectives. As the CAO/Clerk, the successful candidate will champion the vision and mission of the County and foster a positive, productive, innovative, and collaborative workplace environment. Leadership skills are essential in a team culture.

For complete job description responsibilities and requirements of the position please visit our website at [www.haliburtoncounty.ca/careers](http://www.haliburtoncounty.ca/careers)

Interested individuals are invited to submit a detailed resume indicating your skills and experience no later than **4:30 pm on Thursday, August 17<sup>th</sup>, 2023,** to:

Sarah Hume, Human Resources Manager  
[shume@haliburtoncounty.ca](mailto:shume@haliburtoncounty.ca)

We thank all who apply for this position; however only those selected for an interview will be contacted.

The County of Haliburton is an equal opportunity employer. Accommodation can be provided in all steps of the hiring process. For accommodation options and to ensure full and equal access during the recruitment and selection process, contact Human Resources.

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the information gathered will be used solely for the purpose of job selection.