



Chief Administrative Officer

Located along the beautiful shores of Lake Ontario, conveniently in the 401 corridors between Toronto and Kingston, the Municipality of Brighton is a lower tier municipality in the County of Northumberland with a population of almost 13,000 people. Brighton is a settlement on the traditional territory of the Mississauga Anishinaabeg, now of Alderville. The Municipality is home to Presqu'île Provincial Park, a gem on Lake Ontario's north shore. We have diverse and vibrant agricultural sector in the Eastern Ontario apple belt which we celebrate annually with "Applefest".

The Municipality is currently seeking a highly motivated and qualified individual to fill the position of **Chief Administrative Officer**. Reporting to Council, the Chief Administrative Officer (CAO) is responsible for providing administrative leadership to the Municipality through planning, organizing, and directing the operation of all municipal services in accordance with legislation, and by-laws and policies established by Council. The CAO serves as the organization's representative, in conjunction with Council, to the community and community organizations, other levels of government, and professional associations. The CAO advises Council and recommends actions to address current and emerging issues as well as trends to ensure that Council policies and programs result in the attainment of Council's vision and mission.

As the key advisor to Council, you will promote, communicate, and advance Council's vision, values, priorities, and objectives to management and staff, ensuring departmental strategies, plans, and initiatives are aligned, translating to tangible results and outcomes.

As a trustworthy leader, you will inspire a talented workforce and help enhance a workplace culture focused on service excellence, innovation, collaboration, and teamwork while maintaining the Municipality of Brighton as an employer of choice.

The ideal candidate will hold a degree in Business Administration or other relevant discipline, a Certified Municipal Officer (CMO) designation, and minimum of seven years' experience working in progressive leadership roles within municipal government or equivalent public or private sector experience, demonstrating sound and proven administrative and financial management skills. You have recognized success developing and implementing strategic and operational business plans to capture the opportunities identified and approved by Council. You possess exceptional communication skills and the political acumen to foster partnerships with diverse community members, resolve

conflicts, and deal with sensitive or political issues in an effective and timely manner with a focus on customer service excellence. You demonstrate openness, trust, ethics, and integrity, and are committed to the empowerment, development, and mentoring of staff.

Qualified candidates are invited to submit a cover letter and resume clearly marked, **“CAO”** before 12:00 p.m. November 10, 2023, to the attention of:

Human Resources
Municipality of Brighton
Box 189, 35 Alice Street
Brighton, ON K0K 1H0
hr@brighton.ca

To obtain a full job description please visit the Municipal Website at www.brighton.ca or contact the Human Resources department hr@brighton.ca

Personal information and any supporting material obtained will be used in accordance with the Municipal Freedom and Information and Protection of Privacy Act.

Alternative formats of job postings and accommodation during recruitment are available upon request by contacting Human Resources at 613-475-0670.

We thank all applicants but only those selected for an interview will be contacted.