

The Town of Erin is a picturesque rural community of 11,439 people in 3,900 households, situated in Wellington County, just northwest of Toronto. Erin has two urban centres, Erin and Hillsburgh, surrounded by a natural rural area which includes six hamlets: Ballinafad, Brisbane, Cedar Valley, Crewson's Corners, Orton and Ospringe. It is bordered by the Town of Caledon to the east, the Town of Halton Hills to the south, the Township of Guelph/Eramosa to the west, and the Township of East Garafraxa to the north.

The Town has been advocating for infrastructure funding to expedite the implementation of the Province's Build More Homes Faster Act, 2022 including affordable housing and housing for the elderly. The Town recently secured funding of more than \$180M from the development community to construct a wastewater treatment plant and collection system to support growth. This growth is essential to meeting existing and future housing needs, with many positive effects on our local economy.

From a place to live perspective, Erin has it all... lush rolling countryside, meandering rivers, plenty of parks, conservation areas, golf courses, as well as a range of organized sports teams and leagues making it ideal for outdoor enthusiasts who enjoy rural living. Here you will find small settlement areas, quaint village settings and a bustling downtown with a medley of adorable shops and lovingly preserved buildings. With a combined operational and capital budget of \$53.3M and more than over 100 employees, Erin is committed to meeting the needs of residents and a thriving business community by delivering efficient and effective services.

Inspire our Future as our Chief Administrative Officer

As the ideal candidate you are an inspiring, principled, and collaborative leader with a proven track record of results and accomplishments with related experience from either a public sector or private sector organization. You have exceptional communication skills and the political acumen to interact with an engaged council, diverse stakeholders, foster the development of partnerships, and inspire our employees, while ensuring customer service excellence. Lastly, you will have an exceptional understanding of forward-thinking strategies as it relates managing growth, ensuring effective municipal operations in a fiscally accountable fashion and guiding our organization into the future, while retaining our small-town community charm.

Reporting to the Mayor and Council, the **Chief Administrative Officer** is responsible for the strategic leadership and efficient delivery of all the municipality'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 to, and support our strategic priorities. You will recommend policies, plans, and programs that benefit our residents by being innovative, accountable and fiscally sound. You will work to enhance growth and development in the community, as well as ensure the effective utilization of resources through the priorities and guiding principles as identified by Council. Leading a talented team, you will inspire a dedicated workforce and help foster a workplace culture focused on service excellence, innovation and teamwork while positioning the Town of Erin as an employer of choice.

How to Apply

To explore this opportunity please apply via email by **January 10th, 2024 or sooner to careers@waterhousesearch.net** quoting project **TE-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.