



MUNICIPALITY OF SOUTHWEST MIDDLESEX
Chief Administrative Officer

2024 Salary Range: \$152,598 to \$178,518

The Municipality of Southwest Middlesex is seeking qualified applicants for the position of Chief Administrative Officer (CAO). The Municipality of Southwest Middlesex is a vibrant rural-urban community of 5,800 residents and growing. Southwest Middlesex has a strong agricultural base along with manufacturing, institutional and retail business activity. Southwest Middlesex is in the southwest corner of Middlesex County and sits halfway between the cities of London and Chatham and is a short drive from the north shore of Lake Erie. The Municipality offers its residents an excellent quality of life within small urban centres and rural settings with a wide array of urban services and opportunities close by.

The CAO is the senior staff person of the Municipality, is the primary policy advisor to Council and leads a skilled staff team in implementing Council's directions. The CAO will be a dynamic and progressive leader, who inspires a strong team approach and who is an outstanding listener and communicator. The ability to motivate diverse groups of people to achieve common goals on behalf of the community will be a key capacity. Demonstrated management skills in identifying, analyzing, and resolving complex opportunities and challenges, and in establishing strategic directions and performance measurement strategies for the Municipality are essential for success.

The ideal candidate will have a university degree or equivalent College diploma in Business or Public Administration, Finance, Management, or a related discipline, with five years of progressive supervisory or managerial level experience in a multi-disciplinary environment. Relevant experience in municipal management coupled with an AMCTO Professional Accreditation or a CMO Designation or Diploma or Masters in Public Administration (MPA) would be a definite asset.

Information about the Municipality of Southwest Middlesex and a complete position profile can be found on the Municipal website: www.southwestmiddlesex.ca.

This is an outstanding career opportunity within one of Ontario's most appealing living environments. Interested candidates are invited to email your cover letter and resume in PDF format to Jeff Brick, Interim CAO, by **4:30 PM on Monday May 6, 2024**. Please send the email to jbrick@southwestmiddlesex.ca and include Confidential CAO Application in the subject line.

We thank each applicant for taking the time and effort to submit their cover letter and resume, however, only candidates to be interviewed will be contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.

The Municipality of Southwest Middlesex is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Should you require any special accommodations to apply for a position or interview for a position with the Municipality of Southwest Middlesex, we will endeavor to make such accommodations.