

Municipality of Arran-Elderslie

Chief Administrative Officer (CAO)

Due to an upcoming retirement, we are recruiting for a new CAO to lead our team.

Let's Introduce Ourselves

At the heart of Bruce County, our beautiful communities in the Municipality of Arran-Elderslie are home to 7000 residents. We are surrounded by natural landscapes where people thrive in a rural lifestyle. Our welcoming farm communities, friendly urban centres and quaint villages are where you and your family can enjoy the perks of small town living. The municipality offers space, affordable housing and safer



neighborhoods. Picturesque landscapes provide plenty of opportunity to enjoy nature's beauty and engage in various outdoor activities. This is your opportunity to shape the programs and services that make Arran-Elderslie a truly great place to live!

Click [here](#) for more details about our community, and our organization.

What's in it for You?

- Enjoy the healthy lifestyle benefits of a small town
- Be part of a close-knit community that values collaboration and active participation
- Opportunity to be part of a growing municipality where you can champion valuable initiatives with great staff and volunteers
- Comprehensive benefits package, OMERS pension and competitive wages based on experience and qualifications

Your Opportunity

- Manage the operations of the municipality in a responsible and cost-effective manner
- Ensure timely and effective delivery of programs and services
- Lead a management team and staff in the implementation of Council decisions
- Engage, inform and inspire Council and staff
- Provide progressive policy and strategic advice to Council
- Provide overall financial management and fiscal responsibility in consultation with the Treasurer

What it Takes to Do the Job

- Degree in Finance, Public or Business Administration or a related relevant municipal field
- Extensive knowledge, understanding and interpretation of applicable legislation and regulations
- A minimum of eight (8) years' progressive, senior municipal experience with strong abilities in leadership and collaboration
- Experience providing strategic leadership, and fostering positive relationships in a unionized environment
- Certified Municipal Officer (CMO) or equivalent municipal designation is an asset
- Superior ability to motivate and direct teams
- Valid Ontario Class "G" Driver's License

What You Bring to the Team

Your personal attributes are as important to us as your qualifications. We are seeking a CAO who:

- Is an active member of the community
- Has the ability to build relationships
- Is a confident, dynamic and effective communicator
- Can think strategically and critically to solve problems
- Has the ability to be flexible and work well with a range of personalities and management styles
- Is able to stay calm and work well under pressure

Annual salary based on established pay band and 35 hours per week.

We Want to Hear from You

We are interested in learning about your unique qualifications and how they will help you succeed in this role. Send your resume with cover letter in confidence via email to:

Ward & Uptigrove HR Solutions

Attention: Jason Clement

E-mail: HRresults@w-u.on.ca



Deadline to Apply: Tuesday June 4, 2024, at 12:00pm

The Municipality of Arran-Elderslie would like to thank all applicants for their interest, however, only those applicants selected for an interview will be contacted. Applications will be treated in strict confidence. Any personal information that is collected under the Municipal Freedom of Information and Protection of Privacy Act will be used only for job selection purposes. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) during the interview process.