



Chief Administrative Officer

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The Municipality of Marmora and Lake is a beautiful lower-tier municipality, part of Hastings County and located in central southern Ontario. It is equidistant from Ottawa and Toronto and the main village is located along Hwy 7, a major transportation route for trucks and vehicles traveling to and through those destinations. Marmora and Lake has approximately 4,000 residents which includes a robust mix of full time and seasonal residents in Lake Township. The Municipality maintains 430 lane kilometres of roads.

The largest village, Marmora, is surrounded by water from Crowe River, Crowe Lake and Beaver Creek. Marmora and Lake is a small yet thriving Municipality in Ontario. It is a desirable place to work, live, vacation, and retire; by providing a clean natural environment, varied sources of recreation, a family health centre in the municipality and access to larger hospitals in Belleville, Peterborough and Campbellford, educational facilities at the primary level in town and a secondary school in a nearby community, excellent services, reasonable taxes and a very reasonable cost of housing including an opportunity to live on the water.

The combined operational and capital budget is approximately \$10M supported by a committed team of full-time, part-time, and seasonal employees including a volunteer fire department. Working closely with our upper-tier service partner, and our community service partners, a range of Boards and a number of community focused committees, Marmora and Lake 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 in a unionized environment. You have exceptional communication skills and the political acumen to interact with an engaged council, diverse stakeholders, foster the development of partnerships, develop our workforce and inspire our employees, while ensuring customer service excellence. Lastly, you will have an exceptional understanding of forward-thinking strategies as it relates managing responsible 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 Municipality of Marmora and Lake as an employer of choice.

How to Apply

To explore this opportunity please apply via email by **September 22nd, 2024 or sooner to careers@waterhousesearch.net** quoting project **MAL-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 Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.