



Deputy Chief Administrative Officer

The Municipality of Chatham-Kent has an opening for a permanent full-time Deputy Chief Administrative Officer.

The Community of Chatham-Kent

Join the Municipality of Chatham-Kent—world renowned for friendly people, spectacular outdoor water recreation and also known as the “Classic Car Capital of Canada”. A single tier municipality, Chatham-Kent is located between Lake Erie and Lake St. Clair and covers a large geographical area of 2,500 sq. km and boasts a storied past as a car manufacturing powerhouse. Each community in Chatham-Kent has its own unique character and history, and all enjoy the safe and affordable lifestyle that makes the region popular. Chatham-Kent has become a sought-after place for relocation and as such, our population has steadily been increasing and diversifying. Lead by a team of experienced, professional, and passionate leaders, CK is becoming one of the most desired teams to join.

Overview of Responsibilities

Reporting to the Chief Administrative Officer (CAO), the Deputy Chief Administrative Officer (DCAO) will be an executive team member who will be responsible for assisting the CAO in developing and implementing the Municipality's strategic plans, delivering upon Council's term priorities, and overseeing long-range municipal wide projects and other initiatives, at times in conjunction with the Office of the Mayor. The DCAO will also be responsible for coordinating the municipality's advocacy to provincial and federal levels of government on matters of municipal or regional interest and importance. In addition, the DCAO will provide leadership and oversight in certain corporate and customer facing services, to be determined based on and tailored to the candidate's experience and development profile. The DCAO may also serve as the Acting CAO in the CAO's absence to ensure business operations are carried out in a professional and customer service-oriented manner.

The Deputy CAO is a member of the Executive Management Team and attends all Council meetings.

Qualifications (please see the job description for the complete listing of qualifications)

- Master's degree in public administration or related field (additional technical accreditations an asset)
- A minimum of eight years proven experience in municipal administration
- Previous experience leading multidisciplinary groups or projects or complex files that involve multiple stakeholders in the municipal sector, preferably in a unionized environment.
- Ability to interact both orally and in written form with the stakeholders, including government ministries, departments and the general public.

Remuneration

- This permanent full-time position has an annual wage range of \$196,476 to \$240,957, plus participation in the OMERS pension plan (mandatory), vacation entitlement and a comprehensive benefit package that includes life insurance, accidental death and dismemberment, short- and long-term disability, extended health and dental benefits following the successful completion of a 3-month waiting period.

Applying for this opportunity

Resumes and cover letters must be received by **11:59pm (EST)** on **Friday, January 31, 2025**. To apply, please visit: www.ckcareers.ca.

The Municipality of Chatham-Kent is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve.

Should you require accommodations during the recruitment process, please contact Human Resources & Organizational Development (HROD) at 519-360-1998. Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection.

www.chatham-kent.ca