



Employment Opportunity Chief Administrative Officer (CAO)

The Municipality of Dutton Dunwich is searching for the next Chief Administrative Officer.

The Chief Administrative Officer (CAO) is the most senior management position in the Municipality. This position provides the key link between Council and the Staff of the Municipality. As such, the CAO is responsible for overseeing the operation of the Municipality in accordance with the strategic plan, priorities and budget approved by Council.

Reporting to Council the CAO provides sound management, ensures all legislative requirements are met and exemplifies leadership in support of the Municipality and will perform the statutory operational and advisory duties as the senior officer of the Municipality. The CAO is a strategic thinker with a view to long term strategic planning who develops and manages the Municipality's administration and procedures.

The CAO is responsible for exercising general control and management of the affairs of the Municipality for the purpose of ensuring efficient and effective operations and services.

Duties and Responsibilities:

- In consultation with the Mayor and Clerk oversees the preparation of Council meeting agendas, reports and minutes and other meetings as directed by Council.
- The CAO attends Council and committee meetings and supports Council to carry out their duties.
- Recommends policies for Council's consideration and ensures the effective and efficient implementation policies and services approved by Council.
- Represents the Municipality in its relationship with Provincial and Federal government representatives, consultants, various municipal associations supporting Council to make decisions and to promote the interests of the municipality.
- Communicates and interfaces with the Mayor and Members of Council as the primary channel of communication between Council, staff, and community stakeholders on administrative matters.
- Ensures the efficient and effective organization and administration of the Municipality with the direction of Council.



- Establish internal directives, policies and procedures including general administration, human resources, finances, community development, and operations to ensure the efficient and effective operation of the Municipality.
- The CAO hires, leads and directs staff to discharge their statutory duties and provide all municipal operations and services approved by Council.
- Provides leadership and direction to employees of the Municipality including the effective direction and management of human resources.
- In collaboration with senior staff prepares an annual business plan and budget aligned with and advances the corporation's strategic plan and priorities for Council's consideration and approval.
- In consultation senior staff prepares a strategic plan and priorities for Council's consideration and approval.
- The CAO informs Council of issues and developments of an operational or political nature that relate to the interests of the Municipality, including the receipt and distribution of correspondence directed to Council.
- In conjunction with Health & Safety committee ensures the existence of guidelines for all employees as required under the Ontario Occupational Health and Safety Act and is responsible for following applicable legislation under this Act or other Acts designed to protect personal, and the health and safety of others.
- Performs other duties required by Council which are in keeping with the duties of this position.

Qualifications:

The preferred candidate will possess the following qualifications:

- Post secondary education or university degree in Public or Business Administration, or an equivalent education and experience.
- Minimum of 8 to 10 years' experience in municipal management roles of which five (5) years have been in a senior municipal supervisory position in government operations, particularly in finance.
- Advanced knowledge of Provincial Statutes and Regulations as they may apply to the positions of CAO and municipal governance.
- Possess and maintain valid "G" driver's licence with access to reliable personal vehicle.
- Provide satisfactory Criminal Records Check – vulnerable sector.



Desirable skills and experience

- Excellent project management and organizational skills to handle heavy workload and to meet rigid deadlines.
- Excellent oral and written communication skills when responding to the media with information or acting as spokesperson.
- Excellent negotiation skills when working with consultants, contractors, auditors, and legal services for the discussion of a wide range of municipal matters.
- Excellent interpersonal skills are required to interact with Council, Committee Members, staff, members of the general public, and senior government officials.
- Excellent financial, project/time management, organizational, analytical, communication, presentation, leadership, and supervisory skills.
- Proficiency in computer software applications (including but not limited to Word, Excel, Outlook, Power Point and Municipality-specific financial programs).
- specific financial programs.

Remuneration: (\$100,000 to \$150, 000) per Year

Effective: ASAP

Application Deadline: March 28, 2025 at 4:30 p.m.



To be considered, please submit your resume at jobs@elgin.ca



If you have any questions or require assistance with an accommodation under AODA when completing the application process, please reach out by email and indicate **Chief Administrative Officer - Dutton Dunwich** in the subject line. Confirmation will be sent upon receipt of your application. Incorrect information may result in withdrawal of your application.

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.