

Chief Administrative Officer

About the Counties

The United Counties of Leeds and Grenville, located in eastern Ontario, is an upper-tier municipality made up of 10 municipalities covering a geographical area of over 3,300 square kilometers. With an operational budget of \$105 million, the Counties administers and operates a variety of services including Community and Social services, Long Term Care, Paramedic services and Public Works to meet the needs of residents and business.

Surrounded by the shores of the St. Lawrence River and the 1000 Islands to the south, the banks of the Rideau Canal to the north, Leeds and Grenville has four seasons of activity. Our 24 inland lakes and streams attracts a range of outdoor enthusiasts and nature lovers. We are also home to two world renowned UNESCO sites of significance as well as the worlds' best freshwater scuba diving. Found within a short drive of many larger Canadian centres, including Ottawa, Kingston, Toronto and Montreal make Leeds and Grenville an easy place to visit and live.

Your Opportunity to Make a Difference

As the ideal candidate you are an inspiring, results focused leader with a track record of business leadership in complex multi-stakeholder environments. You have exceptional communication skills and are known for your collaborative nature and commitment to building effective staff teams, while ensuring service excellence and fiscal accountability.

As the CAO and administrative lead for the Counties, you will lead the Corporation and Senior Directors, act as a key advisor to Council, provide vision and leadership, and inform Council on the operations and affairs of the Counties. In addition, you will recommend policies, plans, and programs that will benefit the Counties by being strategic, innovative, and accountable and fiscally sound in the administration and coordination of the delivery of services and businesses in a manner that will ensure the sustainable utilization of human, financial and physical resources of the Counties.

Leading a talented team of staff, this position guides and inspires a dedicated workforce in their efficient delivery of municipal services and helps shape a workplace culture founded on the Counties Core Values of Respect, Wellness, Honesty, Innovation and Accountability. The Chief Administrative Officer is a visible partner in the community and workplace, and a champion of community engagement, development and sustainability.

Key Qualifications

- **Leadership:** A minimum of ten (10) years of progressive experience in senior management level positions, in an administrative capacity in a large, non-unionized/unionized government or private sector organization.
- **Strategic and Tactical Orientation:** A strategic and innovative thinker in a service-oriented environment with the ability to communicate and translate future vision and strategic objectives into successful outcomes while fostering fiscal accountability and a positive and innovative workplace.

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- **People Leadership:** Ability to provide exceptional leadership to staff and build high performing teams; thorough knowledge of management practices and related employment and labour legislation.
- **Business Operations:** Thorough knowledge and experience with progressive practices in business operations in a fiscally accountable manner across a broad range of disciplines.
- **Service Excellence:** Ability to demonstrate customer service excellence across the organization through effective delivery of innovative programs and services in time-sensitive and changing environments.
- **Relationships and Partner Engagement:** Experience and ability to build productive relationships, alliances and partnerships and to deliver common solutions and results.
- **Legislation:** Comprehensive knowledge of government affairs, governing legislation and public responsibilities related to municipal government administration in Ontario.
- **Communications:** Exceptional political acuity; ability to communicate effectively and address concerns with tact and diplomacy; excellent written, verbal and presentation skills.
- **Education:** University Degree in business or public administration, commerce or in a directly applicable discipline, preferably at a Post-Graduate/Masters level.

How to Apply

To explore this opportunity please apply via email **by January 19th, 2021 to careers@waterhousesearch.ca** quoting project **LG-CAO**.

Should you wish to speak to our Executive Recruiter or review the detailed job description please contact Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.com or Amy Oliveira at 416-214-9299 x4, amyoliveira@waterhousesearch.com.

We thank all applicants for their interest in the United Counties of Leeds and Grenville. We will contact those selected for an interview.