



The Township of Frontenac Islands, located in Eastern Ontario, is one of four Townships in Frontenac County. The Township has over 2,000 residents and encompasses a number of islands at the beginning of the St. Lawrence River. During the summer months our population grows substantively. Wolfe, Howe and Simcoe are the larger of the islands and are serviced by a short, year-round ferry ride from Kingston. The smaller of the islands are accessible by boat and include Arabella, Bayfield, Black Ant, Garden Goose, Hickory and Horseshoe.

Wolfe Island has the largest settlement in the village of Marysville, with around 400 inhabitants. The rest of the population is dispersed, mostly across the larger island near the scenic island shoreline, or on one of the many interior roads on a multitude of rural and farm properties.

To live in the Township, is a truly captivating experience. We are a rural community that values genuine human connection. Farmers, makers, artists, small business entrepreneurs, professionals, retirees, and all-around nature lovers call Frontenac Islands home. We come from all walks of life and no matter our differences or lived experiences, our strength lies in the shared connections we establish with each other, knowing that we don't need to go far to find good folks ready to lend a helping hand.

Inspire our Future as our Chief Administrative Officer/Clerk

As the ideal candidate you are an inspiring, principled, and collaborative leader with a proven track record of results and accomplishments for a public or private sector organization. You have exceptional communication skills and the political acumen to interact with an engaged council, diverse stakeholders, foster the development of partnerships, and inspire our employees, while ensuring customer service excellence. Lastly, you will have an exceptional understanding of forward-thinking strategies as it relates to managing effective municipal operations in a fiscally accountable fashion and possess the ability to guide our organization into the future while preserving the beauty of our community and the lifestyle we enjoy.

Reporting to the Mayor and Council, the **Chief Administrative Officer/Clerk** 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. In addition, the CAO will be responsible for the statutory duties of the Clerk. You will recommend policies, plans, and programs that benefit our residents by being innovative, accountable and fiscally sound. You will work to enhance the meaningful development of our community that is consistent with our vision and values while ensuring the effective utilization of resources through the priorities as identified by Council.

Leading a small, talented team, this hands-on leadership role, guides and inspires a dedicated workforce while fostering a workplace culture focused on service excellence, innovation and teamwork.

How to Apply

To explore this opportunity please apply via email by **January 20, 2023 or sooner to careers@waterhousesearch.net** quoting project **TFI-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 Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.