



## **The Municipality of Strathroy-Caradoc – Job Opportunity**

### **Chief Administrative Officer**

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

### **Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.**

The Municipality of Strathroy-Caradoc is currently accepting applications for one (1) full-time permanent "Chief Administrative Officer."

#### **Position Summary:**

Reporting to The Mayor & Municipal Council, the CAO will contribute a dynamic leadership, strategy, direction and enthusiasm. The CAO will work closely with Council and the Senior Management Team to develop a compelling vision and strategy, establish the targets and standards of performance and drive the Municipality to build on past success and propel the Municipality into the future with visionary guidance.

As an exceptional communicator, politically astute and visionary leader, you have a proven record of achieving organizational, administrative, financial, client service and change management excellence. You are highly regarded as an inclusive relationship builder that places great value on earning the confidence of others through leveraging diversity, team building, community engagement and nurturing strong external partnerships with stakeholders.

The Chief Administrative Officer (CAO) shall carry out the general duties, roles and responsibilities set out herein in accordance with any and all relevant legislation, applicable by-laws, resolutions, policies and guidelines that may be enacted or directed from time to time by Council.

## **Goal Statement:**

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

## **Qualifications:**

- University education in Business Administration, Engineering, Planning or other relevant discipline or an acceptable equivalent combination of education and experience
- Ten (10) years of progressively responsible senior level experience in a Municipal government setting or similar environment, or experience leading a complex organization with a multiple set of operations and diverse stakeholders.
- Additional post-graduate Master's level study in Public Administration or relevant program is an asset.
- Demonstrates understanding of Municipal operations and legislation.
- Record of accomplishment in achieving administrative, financial and customer service excellence.
- Dynamic and visionary leadership, with strong planning and long term thinking skills.
- Focus on building a high performing team, employee engagement and development.
- Excellent problems solving of complex issues and critical thinking.
- Develop and foster positive and productive working relationships between governing bodies and administration, understands and manages pressures and expectations on both sides.
- Ability to handle confidential and sensitive information with high degree of judgment, and discretion.
- Collaborative leadership style with excellent inter-personal skills.
- Excellent oral and written communication skills with experience in public and media relations.
- Strong project and change management skills.
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms.
- Must have a valid class "G" Ontario Driver's Licence with a satisfactory driver's abstract
- Provide a satisfactory Criminal Record Check prior to starting employment
- Must be legally authorized to work in Canada

To view full job description please visit [www.strathroy-caradoc.ca/careers](http://www.strathroy-caradoc.ca/careers)

## **Compensation:**

Wage: Band 10 - \$142,924.60 to \$178,651.20 (\$78.53 to \$98.16 per hour)

Benefits: Comprehensive benefits package and participation in the OMERS pension plan

**To Apply:**

Qualified candidates are invited to e-mail their cover letter and resume by 4:00 pm, **Friday, May 5, 2023** to:

**E-mail:** [careers@strathroy-caradoc.ca](mailto:careers@strathroy-caradoc.ca)

*We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*

Date Posted: April 5, 2023