



Chief Administrative Officer

The Town of New Tecumseth is facing tremendous opportunities along with the significant challenges that those opportunities bring. Poised for growth, and embracing the benefits of growth, the Town will also face infrastructure challenges and staffing challenges to keep pace. Fortunately, the staff/Council relationship is strong, and Council and staff are each clear on their respective roles. An experienced, dynamic CAO has the chance to lead a talented and committed senior team through an exciting period. He/she also has the opportunity, with the Mayor, to take a more visible role in the community.

The Town of New Tecumseth is looking for a dynamic leader with great people skills who is able to collaborate, make decisions, communicate well, and manage change. He/she will be a strategic thinker with strong past experience and professional knowledge. The ideal candidate will be comfortable with current technologies related to municipal government and open to new technology as well have a solid background in municipal government, along with business and political acumen and a passion for the community.

Specific Requirements

- Significant executive experience, including municipal experience in a high-growth environment, and extensive experience working with elected officials
- Excellent conceptual, interpersonal, general/project management, analytical, communication, presentation, problem-solving, facilitation, supervisory, financial and negotiation skills
- Ability to provide leadership to the Town of New Tecumseth by supporting, empowering and inspiring the senior management team
- Excellent listening skills and outstanding verbal and written communication skills
- Proven ability to establish productive, transparent relationships with a range of partners, including Council, staff, stakeholders and the public
- Post-graduate degree in a discipline related to management in the public sector, a Master's degree and progressive leadership with extensive experience will be an asset

Compensation

The job rate for this position is commensurate with education and experience in the municipal field. In addition, the Town of New Tecumseth offers a full employee benefits program.

For a detailed candidate profile and to explore this exciting opportunity in strict confidence, e-mail or call Tim Dobbie Consulting Ltd. at 905 637 0000. To submit resumes email tim@tdobbie.com; by **January 18th. 2018**

We thank all applicants and advise only those to be interviewed will be contacted directly.