

Chief Administrative Officer

Location: Town Hall - 917 Lesperance Road, Tecumseh, ON N8N 1W9

Reports to: Town Council

Salary: \$157,910 - \$184,732 (2018)

With a pending retirement, the Town of Tecumseh is recruiting for a new Chief Administrative Officer (CAO). Reporting directly to Town Council, the CAO will be responsible for the efficient and effective administration of all departments and resources of the Town. The CAO will perform all duties pursuant to the provisions of the *Municipal Act*, the Procedural By-law and Delegation of Authority By-law, and in accordance with all other applicable standards, regulations and legislation. The CAO will manage and provide ongoing support and direction to the Senior Management Team, comprised of seven (7) Directors, oversee marketing, economic and community development. The CAO will provide advice to Council on the strategic priorities and business affairs of the municipality, providing policy recommendations on all aspects of municipal operations and directing implementation. He/she will also represent the Town on Regional, Provincial and Federal initiatives.

The successful candidate will possess a solid understanding of municipal operations, legislation, finance, budgeting, infrastructure, planning and economic development. He/she will demonstrate strong interpersonal and communication skills and will be a strategic and creative thinker with the ability to align Town programs and services with corporate priorities, goals and objectives. The CAO will champion the vision and mission of the Town and foster a positive, productive, innovative and collaborative workplace environment. Collaborative leadership skills are essential in a team culture.

Qualified candidates will possess a University degree (Masters preferred) in a related field, such as Public Administration, Business, Accounting, Planning, etc. Candidates must have at least ten (10) years of progressive, senior management experience, and either possess or be able to obtain a Certified Municipal Officer (CMO) designation. The ideal candidate will possess experience implementing financial, development, capital works and infrastructure improvement plans. Additional experience will include strategic planning and organizational development, as well as a demonstrated record of achieving organizational, administrative, financial, and customer service excellence.

For the full Position Description please consult the Town website at www.tecumseh.ca.



Qualified candidates are invited to submit a cover letter and resume by **4:30 pm** EST on **Friday, December 7, 2018** quoting “**CAO Search**” to Human Resources Officer – Mrs. Melissa Doetzel.

Mail: Town of Tecumseh | 917 Lesperance Road | Tecumseh, ON N8N 1W9

E-mail: caosearch@tecumseh.ca

Accommodation Needs and Protection of Privacy

The Town of Tecumseh is committed to inclusion and diversity and encourages applications from all qualified individuals. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please make your needs known in advance by contacting the Human Resources Officer at 519-735-2184 x102.

Personal information collected in relation to the recruitment process will be used in accordance with the authority outlined in the *Municipal Freedom of Information and Protection of Privacy Act* and used solely to determine eligibility for employment with the Town of Tecumseh. The Town is committed to maintaining an equitable work environment and welcomes submissions from all qualified applicants.