



**The Township of Muskoka Lakes is one of the most beautiful places in the world and we think you should be here!**

## Join our team as the new **Chief Administrative Officer (CAO)**

The Township of Muskoka Lakes is seeking a professional and accomplished leader to join the Senior Leadership team to replace the current CAO who is transitioning to retirement.

Reporting to a ten-member Council, the CAO will be responsible for leading a group of six senior managers, approximately 80 regular (plus seasonal) staff, and managing an operating budget of \$12 million. The CAO will provide effective advice and support to Council in the development and implementation of policy, strategy and programs that address the needs of the Township.

The CAO's key areas of responsibility include:

- Innovation
- People leadership and guidance
- Financial management, including operational and capital budgeting
- Infrastructure and long-range/ strategic planning
- Economic Development
- Policy development and review
- Relationship management
- Business performance optimization

### **Why the Township of Muskoka Lakes?**

The Township of Muskoka Lakes is situated on the most southern part of the Canadian Shield, approximately two hours from Toronto, encompassing 782 square kilometres with 80 lakes, including Lakes Muskoka, Rosseau and Joseph. The natural beauty of the shorelines, miles of boating and abundance of wildlife make Muskoka Lakes a pre-eminent tourism destination, hosting visitors from around the world.

Whether you prefer small communities, rural areas, country settings or waterfront properties, Muskoka Lakes has it all. The municipality has encouraged positive growth, while at the same time protecting the historic significance, character and natural beauty of the area.

Anchored by the larger communities of Bala, Port Carling and Windermere, the municipality offers the sophistication of a popular tourism destination, plus the wholesomeness of country living. Depending where you live in Muskoka Lakes Township you will find yourself relatively close to major towns such as Gravenhurst, Bracebridge, Huntsville and Parry Sound. The city of Barrie is about an hour's drive away, while North Bay, Sudbury and Toronto are easily accessible in two and a half hours.



[Community Profile](#)

## What you will bring to us

Words or phrases that resonate with you include; Innovation, Stewardship, Accountability, Engagement, Respect and Employee Enrichment.

You will be a champion for a culture of responsive customer service and will bring sound principles to the creation and management of the annual and capital budgets. Your career to-date will clearly demonstrate your considerable leadership and progressive resource & strategic planning skills. Management through performance measurements and mentoring/ coaching of staff will be your strong points. You have the ability to encourage your team toward divergent thinking.

Since earning your degree in Commerce, Public Administration, or a suitable equivalent, you have developed your skills by spending at least 10 years in complex municipal governments. With a minimum of five years at the senior management level, you are accustomed to working with elected officials, boards, committees and associations comprised of varying stakeholders, often with competing interests. High political acuity, exceptional communication skills and a collaborative leadership style will position you well for this senior executive leadership role.

For a full position description, please consult the Township website at <https://www.muskokalakes.ca/content/employment-opportunities>

## What We offer

The Township of Muskoka Lakes provides competitive compensation, complete with comprehensive health and dental benefits, and enrollment in OMERS (Ontario Municipal Employees Retirement System) pension plan.

The salary range for this position is: \$134,000 – \$158,000

## How to Apply

Interested candidates are invited to submit their resume, with cover letter online:  
<https://www.muskokalakes.ca/content/employment-opportunities>

In your cover letter, please outline “the why” of: “Why you are the person Council should consider for this opportunity”.

***Interviews for this role are anticipated to take place the week of March 18, 2019. Please confirm your availability to meet during this time period.***

**POSTING CLOSING DATE: Friday, February 15, 2019 @ 12:00 NOON**

### OUR MUSKOKA

Is a diverse community, where generations interact with nature, recreation, history and tourism. These unique attributes all combine to make Muskoka an iconic choice to visit, live and work.

### MISSION

Recognizing and respecting the diversity of our residents and economy, we will openly engage the public to achieve **OUR VISION** with balance, transparency, sustainability, accountability and fairness.

The Township of Muskoka Lakes is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require disability-related accommodation to participate in the hiring process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process.