



## **The Town of Greater Napanee- Chief Administrative Officer (CAO)**

Having retained much of the charm of an earlier era, the Town of Greater Napanee offers a small-town appeal, historical architecture, and rural beauty. Centrally located between Toronto and Ottawa, its borders stretch from the shores of the Bay of Quinte to the western gateway of the Land O'Lakes region. The community boasts year-round recreational amenities, including numerous parkland areas, walking trails, and a Boardwalk.

Begun as a settlement of the United Empire Loyalists, Napanee is the County Seat for Lennox and Addington, and in 1998 it expanded to The Town of Greater Napanee, including Adolphustown, Fredericksburgh, and Richmond. The community is personified by an educated and skilled labour force, flourishing commercial sector, and a supportive municipal government.

Greater Napanee is home to 16,000 people with a thriving downtown core and business community. With access to a population of more than 300,000 within a 30-minute drive, Greater Napanee is the perfect place to live, work, and play.

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) will provide strategic vision, leadership and guidance on the general management of the Town as well as participate in the overall direction of the municipality. The CAO will oversee a \$22 M in operating budget and a \$10 million in capital budget. As the Town's most senior administrative official, the CAO will lead by example over 200 exceptional Town employees to realize the vision:

Our ideal candidate for Chief Administrative Officer has a deep understanding of Public Sector administration, municipal finance and governance. You are a proven consensus-builder with strong transformational leadership skills and the ability to influence a diverse group of stakeholders. You have implemented strategic plans, are comfortable with the latest technological trends and championed new ideas that securely enable efficient operations of citizen services.

To explore this opportunity further, please submit your cover letter, resume and related information online to Kartik Kumar, Legacy Executive Search Partners [greaternapaneeceo@lesp.ca](mailto:greaternapaneeceo@lesp.ca) by **July 2<sup>nd</sup>, 2021**.

**To view the full Position Profile, please click [here](#).**

We sincerely thank all candidates for their interest; however, only those selected for an interview will be contacted.

*The Town of Greater Napanee is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act (2005), upon request, accommodation will be provided by both Legacy Executive Search Partners and Town of Greater Napanee throughout the recruitment, selection and/or assessment process to applicants with disabilities.*