



Employment Opportunity

Chief Administrative Officer

The Mayor and Council are seeking a strategic and dynamic individual to lead our administrative team.

The Township of Malahide is located on the brow of Lake Erie, in the heart of Elgin County, minutes away from the Cities of St. Thomas and London. From industry to recreation, farming to history, with a population of just under 10,000, you will be delighted with all that this growing agricultural community has to offer. Malahide offers numerous agri-tourism experiences, charming villages, and rich culture. Residents enjoy modern community facilities, active community groups, excellent private and public schools, beautiful parks and playgrounds, and plenty of cycling and nature trails to explore.

Malahide is forward thinking and committed to initiatives that will stimulate economic growth and diversification that will continue to bring stability and sustainability to the residents and visitors of our community. The Council is looking forward to significant projects coming to fruition in the near future such as connectivity, water servicing, as well as residential and commercial growth.

The ideal candidate will lead the community in the transition to a modernized and progressive environment. They will demonstrate fiscal accountability, using community focused leadership and collaborative efforts to build highly effective teams working towards preserving and enhancing the quality of life of residents, businesses, and visitors.

Working closely with the Mayor, Council, Municipal Staff, and a variety of partners, you will be instrumental in developing and leading the implementation of strategic goals while ensuring the effective and efficient delivery of programs and services to the community through a highly engaged team. Your inspiring and effective leadership will enhance our organization by ensuring that our municipality is strategic, responsible, and sustainable.

Responsibilities:

- Provide exceptional leadership and strategic direction to the municipal organization.
- Inspire excellence in the delivery of public services to residents and businesses.
- Coordinate the development and implementation of short-term and long-range planning for the Municipality in accordance with Council directed strategic priorities.
- Serves as the principal communication link between Council, Staff, and all organizations and individuals with which the Municipality does business.
- Establishes positive relationships with the business community, other boards, authorities, levels of government, and acts as spokesperson on behalf of the Municipality.
- Ensures correct and timely information and services are provided to the public, demonstrating enthusiasm, flexibility, empathy and compassion.
- Coordinates, leads, and directs the Senior Management Team in the efficient administration of the municipality in accordance with the policies and plans approved and established by Council.
- Oversees the Human Resources function ensuring fairness, consistency, and equity in the way staffing, compensation, terms of service, and staff development are applied.
- Facilitates collective bargaining and associated labour relations.
- Responsible for the effective risk management, liability control, due diligence, asset and financial management measures for the organization.

- Demonstrates effective financial oversight of both operating and capital expenditures consistent with Council approved budget.
- Researches grant and other revenue opportunities and appraises Council or appropriate committee members.
- Exercises the general control and management of the affairs of the municipality, ensuring the efficient and effective operations and alignment with all relevant legislation.
- As the principal policy advisor to Committees and Council; provides unbiased, timely and current professional advice, information and options to facilitate informed decisions.
- Directs periodic reviews of the organizations' structure, programs and services and reports the outcome of these reviews to Council.

Knowledge, Skills and Abilities:

- Strategic orientation – Ability to understand municipal business fundamentals and strategies with an awareness of the impact the external environment and factors affect choices.
- Shaping the organization – Works effectively within structures, developing stakeholder relationships within the municipality while identifying the decision-makers and individuals who can provide influence to achieve objectives.
- Leadership – Creates and communicates a vision and engages others in its achievement. Demonstrates behaviours that model and support the organization's aspirations and values to ensure its success.
- Innovation and Change Leadership – Initiates, facilitates or implements change. Enhances staff performance by creatively promoting new ideas and solutions.
- Political Acuity – Ability to maneuver through formal and informal channels and networks with Council, staff, community groups, the media, and the public.
- Communication, Relationship Building – Exercises a substantial level of interpersonal skill, tact, and diplomacy. Engages in external contact with community stakeholders and partners, the Provincial and Federal governments, the media and related organizations to provide and exchange information and solve problems. Adapts and tailors the conversation/presentation to a variety of audiences and contacts.
- Partnering – Creates an organizational environment and reputation that is open to alliances and attracting partnerships. Ability to strategically identify and approach potential partners, based on an understanding of the other partner's needs.

Qualifications:

- 7 to 10 years experience as a Senior Leader.
- University Degree in Business Administration, Public Administration, or related field.
- Professional Designation such as CMO, CPA, RPP, or related.

A comprehensive benefit package and a salary range of \$116,000 to \$145,000 will commensurate with your qualifications. A detailed job description is available upon request. Applicants must indicate how they meet the minimum qualifications in their resume and cover letter submissions.

Please submit your resume in confidence by email, no later than April 30, 2021, to: Gwen Tracey, Manager of Human Resources, Township of Malahide, at gtracey@malahide.ca, 519-773-5344, ext. 241.

We thank all applicants, however, only those selected for an interview will be contacted. Personal information collected will be used to assess career eligibility and will be maintained in accordance with the provisions of *The Municipal Freedom of Information and Protection of Privacy Act*.

Accommodation requests can be submitted at any stage of the recruitment process directly to the HR Manager listed above.