



**Niagara-on-the-Lake is one of Canada's most historic and picturesque towns.**

Located at the tip of the Niagara Peninsula and nestled along the shores of Lake Ontario, Niagara-on-the-Lake includes Old Town, Virgil, St. Davids, Queenston and Glendale.

It is often recognised as being one of the loveliest towns in Canada, the only town in Canada that has a Lord Mayor and cementing a place in history as the first capital of Upper Canada.

The population of approximately 17,500 permanent residents, extend a warm welcome to millions of visitors each year. Residents and visitors alike enjoy the town's natural beauty, the many heritage landmarks, the world-famous Shaw Festival Theatre, internationally acclaimed wineries and four-star dining and visitor accommodations.

There's something about this town that makes you want to linger. Stunning vistas and distinctive experiences are what makes Niagara-on-the-Lake a quiet paradise for the senses. Locals have known it for generations. Visitors have called it the "Niagara-on-the-Lake Effect" and although it's hard to describe, you'll feel it when you first set foot onto its historic streets.

Leading a team of exceptional employees, Niagara-on-the-Lake's Chief Administrative Officer (CAO) serves as the most senior employee of the organization and is responsible to Town Council for the effective and efficient operation of the town. All Town departments report to the CAO. The CAO will lead the town in line with the Council's priorities to fulfill the corporate mission to support a high quality of community life through the delivery of friendly, effective and efficient government services.

Our ideal candidate for Chief Administrative Officer will have relevant degrees and over 10 years of experience that clearly demonstrates your leadership capabilities in public administration. You are an accomplished leader, an innovative champion, effective communicator, proven consensus builder with experience leading the development and implementation of strategic plans, handling complex initiatives and competing priorities. You have a proven track record of astute financial management. This exciting opportunity will fulfill your intrinsic desire to be a thoughtful leader as you embody the organizational values of Accountability, Dedication, Respect and Service Excellence.

The Town of Niagara-on-the-Lake 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 the Town of Niagara-on-the-Lake throughout the recruitment, selection and/or assessment process to applicants with disabilities.

According to the new Hiring Policy revised by Council, The Town of Niagara-on-the-Lake (NOTL) is committed to attracting the best talent, internally and externally, and creating the strongest diverse workforce which broadly reflects the community and citizens served.

Unwilling to compromise on what the citizens of Niagara-on-the-Lake expect and deserve, we are committed to understanding the ways, means and processes to continuously improve our individual and collective performance in service of our Niagara-on-the-Lake strategy to create a culture where excellence abound and objectives that help us to meet this goal.

To explore this opportunity further, please submit your resume and related information online to Kartik Kumar Legacy Executive Search Partners at [notlcao@lesp.ca](mailto:notlcao@lesp.ca) by Friday, July 31<sup>st</sup>, 2020.

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