



A Natural Attraction

## Chief Administrative Officer

Reporting to City Council and the Mayor, *Quinte West's Chief Administrative Officer (CAO)* will be a proven leader. The CAO's key major responsibility will be to oversee and coordinate the day-to-day administration of the City through its department heads. He or she will provide advice and guidance to the Mayor and Council, directing and developing public policy, ensuring that Council has the clear, comprehensive, and relevant information to make well informed decisions.

### KEY COMPETENCIES

- A leader with a 'big picture' focus and proven senior leadership experience in the public and private sectors.
- Mission-focused, seasoned, strategic and process-minded; experienced in shaping, supporting, and achieving community and organizational change.
- Effective at implementing workable solutions in challenging situations.
- An innovative thinker with the vision to see opportunity for the community, the wisdom to consult and respond to community interest and needs, a professional who can lead and motivate stakeholders.
- A skilled communicator, influencer, and negotiator who achieves solutions while managing clashes and/or conflicts that could undermine organizational and community efforts.
- An excellent listener, respectful and transparent who possesses exceptional collaborative, interpersonal and presentation skills.
- Accomplished in building effective relationships, guiding, and managing change in a unionized environment, and able to effectively interface with staff, partners, government, the public and key stakeholders.

### THE IDEAL CANDIDATE WILL HAVE:

- A University degree in a related field, Business, Public Administration, Finance, Planning and Development, or Engineering and a demonstrated commitment to professional development. Professional certification in Municipal Management (CMM or CMO) preferred.
- 10+ years' experience as a senior executive in a related municipal, public or private sector environment, and a successful track record working with elected officials and boards.
- Demonstrated ability to establish and maintain productive, collaborative relationships working with elected officials or boards, community partners, government agencies and manage the complexities of a wide range of stakeholders.

Interested candidates are encouraged to submit their resume to **Allen Prowse** at:

[allen@palmercareers.com](mailto:allen@palmercareers.com)

(613) 389-1108

### Palmer & Associates

**"Executive Search Consultants"**

Venture Business Centre

556 O'Connor Dr. Kingston, ON K7P 1N3

