



Chief Administrative Officer

A growing and thriving community, Cobourg is known as the “gem of Lake Ontario” for its prime location on the lakeshore between Toronto and Kingston. It’s a short drive from urban centres where, in a spacious, small-town setting, you can enjoy unique architectural landmarks, great shopping, dining, galleries and theatre, along with a spectacular waterfront.

Founded in 1798, Cobourg is the largest town in Northumberland County and is personified by historic Victoria Hall, a state-of-the art multi-use recreation centre, an educated and skilled labour force, flourishing commercial sector and a supportive municipal government.

The advantageous location, enviable lifestyle and appealing business climate come together to shape an outstanding community that has led to Cobourg being recognized as "One of Canada's Best Places to Live" in populations under 25,000.

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 \$29.46M operating budget and a \$8.98M 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:

“Cobourg...a vibrant inclusive community where everyone has access to meaningful opportunities and experiences”.

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, large complex initiatives 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 cobourgcao@lesp.ca by **July 9th, 2020**.

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

The Town of Cobourg 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 Cobourg throughout the recruitment, selection and assessment process to applicants with disabilities.