

The Municipality of Clarington Chief Administrative Officer

Background

The Municipality of Clarington is a beautiful community that forms the eastern boundary of the Greater Toronto Area. Clarington is one of eight area municipalities located in Durham Region. With a population of around 105,000 people and growing, Clarington offers residents a blend of city living and rural charm.

We are a large municipality, covering an area of approximately 612 square kilometers. We have four major urban centers and 13 hamlets. Our residents enjoy waterfront trails alongside Lake Ontario, Greenbelt protected farmlands, and the natural beauty of the Oak Ridges Moraine.

The Municipality of Clarington is home to Ontario Power Generation's Darlington Nuclear Generating Station, a world class facility that supplies over 20% of Ontario's electricity. The Municipality has three 400 series highways and plans are being made for two future GO Train stations.

Clarington is a great place to live, work and raise a family.

The Role

The Municipality of Clarington offers exciting opportunities for the right municipal administrative leader. We are looking for a Chief Administrative Office (CAO) who is a strategic thinker with a strong passion for community economic development, skilled in government relations, has a reputation for providing clear policy advice to Council, and strong political acuity. Our current CAO is retiring.

The CAO leads 6 Directors and a staff of over 700 in 6 Departments (Community Services, Financial Services, Legislative Services, Planning and Development Services, Public Works, and Emergency and Fire Services). The CAO oversees an operating budget of over \$70M and an annual capital budget of over \$25M.

The CAO is the most senior administrative leadership position in the Municipality and provides objective advice and decision support to the Mayor and 6 Councillors in developing strategies, policies and services that address the unique needs of Clarington. The CAO leads the management team in the implementation of strategic initiatives and delivery of responsive services to the citizens and businesses of the Municipality. Specific accountabilities include:

- Providing objective advice and decision support to the Mayor and Council in developing strategies, policies and services which address current and future needs of the Municipality.
- Implementing strategic initiatives that address challenges such as rapid growth, economic development, and cultural diversity, concurrent with delivery of efficient and effective services.
- Fostering an open and results focused culture that is characterized by effective stakeholder relationships, transparency, integrity and accountability, engaged Council and employees, and service excellence.
- Advancing economic and community development, developing strong public/private partnerships.
- Building good relationships with all levels of government to support long-term growth.
- Enhancing the Municipality of Clarington's image as a great place to live, work and invest.
- Ensuring effective business and financial planning, revenue generation, capital and operating budgeting and sound stewardship of municipal assets.

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Candidate Profile

Candidates for the role of CAO will be university educated, ideally with a post graduate degree in business, finance, public administration, or social sciences, and have proven ability to engage and sustain effective relationships with internal and external stakeholders. Candidates will have a proven record of accomplishments as a strategic leader in large, complex organizations, with a customer service focus. Candidates will also have strong business acumen, excellent communication and interpersonal skills, and a passion for public service. They will have a value-based leadership approach that is inclusive, positive, and reflects the high level of integrity, trustworthiness and ethical conduct required for success in the role.

The Municipality of Clarington is an equal opportunity employer and is committed to inclusive, barrier-free recruitment and selection processes and work environments. Please advise WMC of accommodations needed to ensure you have access to a fair and equitable process. The Municipality of Clarington offers competitive compensation along with a benefits plan, pension plan and professional development.

If you are interested in this opportunity, please contact WMC directly. Any communication and information received will be treated confidentially. Please send your resume to David Howes at WMC by email: davidh@wmc.on.ca