



## Chief Administrative Officer (CAO)

**Fort Erie** is a town on the Niagara River in the Niagara Region, Ontario, Canada. It is directly across the river from Buffalo, New York and is the site of Old Fort Erie which played a prominent role in the War of 1812.

A recent census indicated a population of 32,354 for the Town of Fort Erie based on the Town's Community Profile in 2019.

Fort Erie is one of Niagara's fastest growing communities and has experienced a high level of residential and commercial development in the past few years. Garrison Road (Niagara Regional Road 3) is the town's commercial corridor, stretching east to west through Fort Erie.

Fort Erie is also home to other commercial core areas (Bridgeburg, Ridgeway, Stevensville and Crystal Beach) as a result of the 1970 amalgamation of Bertie Township and the village of Crystal Beach with Fort Erie.

The Town of Fort Erie is currently seeking a dynamic leader to fill the role of Chief Administrative Officer. The Chief Administrative Officer (CAO) is responsible for providing corporate leadership for the general management of the corporation as well as participating in the overall stewardship of the municipality.

An ideal Chief Administrative Officer (CAO) must be a collaborative and participative leader. In addition to having superior tact and diplomacy skills, they will have the ability to build trust and a strong sense of fairness and compassion. They will have exceptional interpersonal skills, the ability to build and support strong teams as well as work with a diverse group of internal and external stakeholders. They should also have proven ability to build strong relationships with Elected Officials, Agencies and other Internal and External stakeholders including Residents and Community Groups. Prior experience with unions is a must and experience with indigenous stakeholders is an asset.

To explore this opportunity further, please submit your cover letter, resume and related information online to Kartik Kumar, Legacy Executive Search Partners by **January 23<sup>rd</sup>, 2022**. To view a detailed Position Profile, please click [here](#).

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

*Legacy Partners and the Council at the Town of Fort Erie is committed to equity, diversity and inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at time of application. In accordance with the provincial legislation, accommodation will be provided by Legacy Partners and the Council throughout the recruitment, selection and/or assessment process, upon request, to applicants with disabilities.*