



The Corporation of Norfolk County is a single tier municipality of 63,000 located on the North Shore of Lake Erie in Southwestern Ontario. Norfolk County offers abundant recreational and lifestyle opportunities.

Norfolk County is seeking a dynamic, visionary **Chief Administrative Officer** to lead and oversee the Corporation of Norfolk County.

Rural by nature, prosperous by design, Norfolk County is located one hour south of Toronto. We offer picturesque small town, hamlet and rural living within easy reach of major urban centres such as Hamilton, London, Kitchener-Waterloo and Brantford. With wonderfully varied tourist attractions, bountiful and proven agricultural tradition, and spectacular recreational activities, our exceptional quality of community and family life simply can't be beat!

With a combined operational and capital budget of approximately \$300M and over 700 permanent staff, our municipality is committed to meeting the needs of our residents and business community by delivering efficient and effective services. In support of this, we have established a set of strategic priorities that are centred around building a solid foundation for the future, focusing on service delivery, building and maintaining a reliable quality infrastructure, creating an optimal place for business and most importantly, fostering a vibrant, creative community.

Chief Administrative Officer

The ideal candidate will be an inspiring, principled and collaborative leader with a proven track record of results and accomplishments for a large public or private sector organization. You have exceptional communication skills and political acumen to interact with diverse stakeholders, foster the development of partnerships, engage and inspire our employees while ensuring customer service excellence.

Reporting to the Mayor and County Council, the **Chief Administrative Officer** is responsible for the leadership and efficient delivery of all the municipality's administrative and operational services. As the key advisor to Council, you have the vision to develop and implement operational plans and ensure the coordination of services which align to and support our strategic priorities. You will recommend policies, plans, and programs that benefit our residents by being innovative, accountable and fiscally sound. You will work to enhance growth and development in the community as well as ensuring the effective utilization of resources.

Leading a talented team of staff, and working in a complex unionized environment, this position guides and inspires a dedicated workforce and helps shape a workplace culture founded on our mission, vision and key principles of accountability and ownership, dedication and commitment, value for money, mutual respect and collaboration.

How to Apply

To explore this opportunity please apply via email **by May 19th, 2021 or sooner to careers@waterhousesearch.ca** quoting project **NC-CAO**.

Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.com or Amy Oliveira at 416-214-9299 x4, amyoliveira@waterhousesearch.com.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.