



Township of Ramara - Chief Administrative Officer (CAO)

The **Township of Ramara** is an ideal place to live, work, and play! Its friendly, small-town feel with a strong sense of community makes you feel instantly welcomed. The picturesque vistas and beautiful rural surroundings offer a gateway to relaxation, recreational activities, and retirement communities.

Ramara is situated in Central Ontario, just 90 minutes north of Toronto in Simcoe County, where you can enjoy a touch of urban lifestyle in beautiful rural surroundings in the heart of Lake Country. The township is home to approximately 9,500 people.

Responsible for the day-to-day management of a workforce of full and part time employees and volunteers. The CAO must ensure that corporate policies are adhered to, budgets maintained, and performance targets met while making key policy recommendations to Council that are effective in the operations of the municipality.

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 high energy, 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, and the ability to work with a diverse group of internal and external stakeholders. They should also have proven ability to build strong relationships with Elected Officials, Agencies, Chambers of Commerce, and other Internal and External stakeholders including Residents and Community Groups.

In summary, the CAO should have the ability to invite and welcome diverse perspectives in a respectful environment and unleash the potential, so that great ideas can emerge to address the challenges within the community, together.

To explore this opportunity further, please submit your cover letter, resume and related information online to Kartik Kumar, Legacy Executive Search Partners at Kartik.kumar@lesp.ca by **October 17th, 2021, at 11:59 P.M.**

To view a detailed **Position Profile**, please click [here](#).

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

The Township of Ramara 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 Township of Ramara throughout the recruitment, selection and assessment process to applicants with disabilities. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for the purpose of job selection and will not be used for any other reason.