
Position: Chief Administrative Officer (CAO)

Location: Wilmot Township, Region of Waterloo

The Township of Wilmot (www.wilmot.ca) is a municipality within the Region of Waterloo, Ontario with a population of approximately 22,000.

Wilmot is a vibrant, welcoming, countryside community, nestled along the banks of the Nith River; comprised of rolling farmland, quaint villages and bustling towns, Wilmot Township is a popular destination to live, work, play and invest. The Township's Administration Complex is located directly behind our National Historic site - Castle Kilbride in the small suburban community of Baden, Ontario.

Conveniently located in the heart of South Western Ontario, The Township of Wilmot has easy access to all that the area has to offer. The eclectic entertainment, dining and shopping of the Kitchener/Waterloo area, Center in the Square and Museums not to mention the incredible and world class Stratford Festival.

For those looking for an active lifestyle this is the place to be. Wilmot offers a wide variety of organized Sports and Recreation Clubs for residents of all ages and tastes. With unparalleled walking and hiking trails, the Nith River, ideal for kayaking and canoeing, and wonderful golf courses, Wilmot is the place to be for the outdoors person.

Now that we have peaked your interest...

We are currently seeking a dynamic Chief Administrative Officer to effectively lead our team of talented staff as we build community cohesion and work towards our mission to evolve and grow as a community of caring people working together to build upon a sure foundation.

The CAO will shape the future of the Township by championing a safe and inclusive workplace through implementation of the strategic priorities of Council.

Major responsibilities include:

- The CAO administers plans, organizes, directs and leads all municipal operations and services in accordance with municipal policies and relevant legislation.
- Communicates and interfaces with the Mayor and Councilors and with the public on all administrative matters efficiently and effectively.
- Principal policy advisor to Council, providing unbiased, timely, current and professional advice, information and options to facilitate informed decisions
- Leads and advises the Mayor and Council in developing and managing short, medium, and long-term strategic initiatives including the development of vision, mission, values, goals and strategies, master plans, and other studies to improve organizational effectiveness, efficiency, costs and productivity
- Establishes administrative directives and provides leadership to direct reports to implement standards of current and future operations and service delivery
- Actively participates in Region of Waterloo meetings and works with regional CAOs to present a unified corporate approach

- Ensures business and financial planning, revenue generation, asset management planning, capital and operating budget and sound stewardship of fiscal, people and physical assets.
- Builds social responsibility, diversity and inclusion focused on healing relationships within the community
- Engaging, leading and motivating staff and promoting effective working relationships between staff and council

What we are looking for:

- The CAO brings a strong and collaborative, people-focused leadership style and builds, engages and motivates a high performing team in multi-disciplinary functions including Information and Legislative Services, Fire Services, Financial Services, Public Works and Engineering, Facilities, Parks, Recreation and Cultural Services and Development Services and Economic Development.
- A degree in business, economics, public administration or equivalent with a semi-professional designation.
- A minimum of ten (10) years of experience in progressively responsible positions in the public sector.
- Superior communication skills and the ability to interact with Council, senior government officials in other levels of government
- Extensive knowledge of municipal government administration/operations.
- Transformational leadership skills to motivate and inspire positive change towards the attainment of common goals for a cohesive community
- Business acumen and organization skills to ensure proper work planning and work scheduling and to expedite all issues to promote effectiveness and efficiency.
- Analytical and negotiating skills to identify/resolve problems and formulate relevant policies.
- Corporate planning skills to identify and prioritize the long and short term administrative needs of the Township

What we have to offer:

The Township offers flexible working hours with the expectation of attendance at Council and other meetings that are outside of regular office hours.

In addition to living and working in the picturesque and welcoming environment of Baden, Ontario, you will enjoy leading a strong team and partnering with an engaged and passionate Council.

- Competitive Salary and Benefits
- Opportunity to reside in a Township that provides you with the best of both rural and urban living
- Meaningful work that enriches the life of those who live within the community
- A diverse culture with room for growth and opportunity for facilitating change

If you think you are a fit for this role or know someone who is, please contact Rebecca.liu@thetalent.co