



**THE CORPORATION OF THE COUNTY OF BRUCE**  
**Chief Administrative Officer**

Join our team powered by innovation and shared values where explorers turn obstacles into opportunities and individual challenges into shared solutions. You will discover a lifestyle that provides endless opportunity for exploration at work and after. Your adventure with Bruce County starts here.

**Bruce County** is located in mid-western Ontario and is home to the Bruce Trail and the Bruce Peninsula National Park, one of the largest protected areas in southern Ontario and the core of UNESCO's Niagara Escarpment World Biosphere Reserve. The second largest nuclear complex in the world, Bruce Nuclear Generating Station is located on the Lake Huron Shoreline between the towns of Kincardine and Saugeen Shores, providing Bruce County with a large, stable employer and significant economic spin-off benefits throughout the region. Bruce County is also home to a booming agricultural industry across many diverse sectors including dairy, beef, sheep, cash cropping and market gardening. Lastly, the County is a destination for vacationing, cottaging, hiking and eco-tourism due to its picturesque, rural landscape, dramatic limestone cliffs, sandy beaches, rolling farmland and miles of Lake Huron and Georgian Bay shoreline. Governed by an eight member Council made up of the Mayors of eight lower-tier municipalities, the County delivers a range of services to 66,000 residents, including land use planning, highway and bridge maintenance, social housing, human services, long term care, library, museum services and paramedic services.

**Inspire our Future as our 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 service excellence.

Reporting to the Warden and Council, the Chief Administrative Officer (CAO) is the most senior staff position within the County. The incumbent is responsible for providing vision and leadership to members of the senior management team and for the administration and coordination of the delivery of services to the County's residents and businesses in a manner that will ensure the sustainable utilization of human, financial and physical resources of the county. The position oversees all County operations.

**The CAO is responsible for:**

- Directing the administrative affairs of the Corporation including the implementation and management of all programs and services that have been approved by Council according to Council's By-Laws and resolutions.
- Coordinating policy advice that is prepared by County staff, external agencies and consultants to ensure clear comprehensive information and alternatives on which to make informed policy decisions.
- Attending Council and Committee Meetings to assist in priority deliberations as they set and maintain the overall strategic vision.

- Inspiring others to strive for excellence, through motivation, mentoring, and leading with respect, honesty and fairness. As a visionary leader you will have direct authority over the senior management team and indirect authority over approximately 750 permanent, seasonal and casual employees.
- Overseeing the execution of annual business plans approved by council. Through established targets and standards of performance the CAO will ensure successful service delivery, including monitoring, evaluating and enhancing the delivery of services provided to our clients, residents, external partners and stakeholders.
- Developing creative and innovative solutions to lead the corporation through federal, provincial legislation and regulations, as well as economic factors impacting the corporation.
- Nurturing relationships with all levels of government, external partnerships, key stakeholders, council and staff. As an adept listener and relationship builder open and respectful actions are highly regarded as core strengths.
- Advising senior managers on actively engaging our community and stakeholders as a key focus area to manage the economic and social growth throughout our community.
- Leading team-building initiatives to shape the organizations vision and strategy.

### Your Professional Qualifications

- University degree in a relevant professional discipline accompanied by a post graduate studies in Business and/or Public Administration.
- Ten years of previous senior management experience, ideally in a similar sized municipal setting. Upper tier municipal experience will be considered an asset.
- The ability to develop and maintain positive and productive working relationships with Warden and Council.
- A clear understanding of the issues faced by the organization and the industry.
- The ability to shape the municipal corporation's future through strong leadership and management ability.
- The ability to develop and instill a corporate culture of teamwork, achievement and respect.
- The ability to delegate, set expectations and monitor progress of all direct reports.
- The ability to manage cross-departmental and cross-disciplinary resource allocation.
- Sound financial knowledge with budget preparation and management experience.
- Strong analytical, strategic thinking, planning, prioritization and execution skills.
- A thorough understanding of required government legislation.
- Strong communication skills including active listening, verbal and written, ensuring clarity and concise language. Communication must be open minded and respectful yet spoken with confidence.

### How to Apply

To explore this opportunity please apply via email **by February 7, 2022 or sooner to [careers@waterhousesearch.ca](mailto:careers@waterhousesearch.ca)** quoting project **BC-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](mailto:jon@waterhousesearch.com) or Amy Oliveira at 416-214-9299 x4, [amyoliveira@waterhousesearch.com](mailto: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.*