



Administrator

WATERHOUSE
EXECUTIVE SEARCH

The Township of Elizabethtown-Kitley, located in Eastern Ontario, in the United Counties of Leeds and Grenville is flourishing rural community with a close by urban setting. Elizabethtown-Kitley is a beautiful, safe and diverse community of 10,000 residents, serving a regional catchment area of 90,000+. Brockville is a 20-minute commute, Ottawa and Kingston are less than an hour's drive, and Toronto and Montreal are but 200 kilometres away.

The business profile of the Township includes a mix of agricultural, manufacturing, industrial businesses, contracting and tourism.

To live in the Township or the Counties, is a captivating experience. Both provide affordable residential real estate, including rural and urban residential and heritage homes, hobby farms and full agricultural operations, village settings, and subdivisions. Relax in our community and enjoy the beautiful St. Lawrence River and lakes, all within a short drive. Every season offers activities, be this recreational, educational or cultural.

Inspire our Future as our Administrator

As the ideal candidate you are 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 the political acumen to interact with an engaged council, diverse stakeholders, foster the development of partnerships, and inspire our employees, while ensuring customer service excellence. Lastly, you will have an exceptional understanding of forward-thinking strategies as it relates to meaningful growth and effective municipal operations in a fiscally accountable fashion and possess the ability to guide our organization into the future.

Reporting to the Mayor and Council, the **Administrator** is responsible for the strategic 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 ensure the effective utilization of resources through the priorities and guiding principles as identified by Council.

Leading a talented staff team, this position guides and inspires a dedicated workforce and helps foster a workplace culture focused on service excellence, innovative thinking, and teamwork while positioning Elizabethtown-Kitley as an employer of choice.

How to Apply

To explore this opportunity please apply via email by **November 7th, 2022 or sooner to careers@waterhousesearch.ca** quoting project **EK-CAO**.

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