



CHIEF ADMINISTRATIVE OFFICER

Department: Administration

Location Essex, Ontario

Position type: Permanent, Full Time (40 hr/week)

Posting #: COE-37-22

Opening Date: December 20, 2022

Closing date: January 22, 2023

Who We Are:

The County of Essex is Canada's warmest and southernmost County, surrounded on three sides by water and blessed with unrivaled opportunities for boating, fishing, cycling, golfing, and other recreational pursuits. One of Ontario's best-kept secrets, the County offers an affordable mix of urban and rural living with easy access to world-class amenities and schools. Windsor is our major centre and we are located just minutes from downtown Detroit. The County offers a competitive total rewards package including generous benefits, a generous vacation schedule, and a work-life balance program.

In A Nutshell:

The County of Essex has an opening for a Chief Administrative Officer. Reporting directly to the Warden and members of County Council, the CAO provides vision and leadership to the entire organization. This is your opportunity to make a significant contribution to the community and make a true difference.

Day In The Life:

- To be accountable for the overall administrative management of the Corporation of the County of Essex by providing leadership to ensure effective, efficient, creative, and quality management of the Corporation in accordance with County policy and relevant legislation
- To provide progressive advice and guidance to the Warden and County Council in the development of public policy, ensuring Council is provided with relevant information necessary to make informed decisions, based on sound business practices
- To effectively direct the Senior Management Team in the administration and coordination of the delivery of services to residents and businesses of the County, in a manner that

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ensures the effective utilization of the human, financial and physical resources of the County of Essex

- To effectively communicate and interface with internal and external contacts such as the public, provincial and federal officials, municipalities, boards, agencies, and media

What We Are Looking For:

- A proven leader who fosters a culture of collaboration, respect, and results
- University degree or equivalent in Business/Public Administration or equivalent. Graduate degree preferred
- A minimum of 10 years' experience in a senior executive position, preferably in the municipal sector
- Proven ability to develop strategic solutions
- Demonstrated capacity for problem-solving, handling competing priorities/demands with ease and finesse
- Proven budgeting and financial management skills
- Excellent public speaking, presentation, and communication skills, with the ability to explain complex issues effectively
- Proven experience in managing and collaborating in a unionized environment
- Proven success in working with varied stakeholders in the public, political, and corporate forums

What We Are Offering:

A competitive annual salary range of \$194,090 to \$238,292 is just the beginning. The benefit package is second to none and the defined benefit plan of the Ontario Municipal Employees Retirement System (O.M.E.R.S) is a pension system sought by many. Balancing your work and personal life is part of the County culture and is supported by flexible working options and a generous vacation schedule.

Note:

The County of Essex has implemented a Covid-19 Mandatory Vaccination Policy as a critical and necessary step to ensure a safe and healthy workplace and a safe and healthy community. As a condition of employment, all potential new hires will be required to provide proof of compliance with the Policy upon acceptance of an offer of employment.

Application Process:

Qualified applicants are invited to apply by sending their resume and cover letter to eholl@pesceassociates.com with **COE-37-22 CAO in the subject line**. Due to the anticipated volume of applicants, only selected applicants will be contacted.

The County of Essex embraces diversity and inclusion in our workforce and workplace. We are committed to building inclusive teams and an equitable environment for people to be themselves.

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We encourage applications from all qualified candidates and will accommodate needs under human rights legislation throughout all stages of the recruitment and selection process. Please let us know of any accommodations through eholl@pesceassociates.com. Information received relating to accommodation will be addressed confidentially. This information can be made available in alternate formats upon request.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of this employment opportunity only.