



## CHIEF ADMINISTRATIVE OFFICER

Whether you prefer small communities, rural areas, country settings or spectacular waterfront properties, the Township of Augusta has it all. We are located on the St. Lawrence River, south of Ottawa and are bisected by Highway 401. The municipality encourages positive growth, while at the same time protecting the significant agricultural contribution to the area. A healthy and balanced lifestyle can be found with our endless opportunities to embrace the outdoors, from scenic trails, snowmobiling, boating, swimming, golfing, cycling, fishing and hunting. A municipality of 7,368 residents, Augusta is ideally located approximately 1 hour south of Ottawa and borders the Town of Prescott on the east.

As a result of an impending retirement, the Township of Augusta is seeking a Chief Administrative Officer. Accountable to Council, the CAO champions the leadership of the Corporation and acts as the administrative head of the Township. You are responsible for the management of all municipal operations in accordance with the Ontario Municipal Act, Township by-laws and other Provincial Statutes, and oversee the implementation of policies and directives through the operating departments. You leverage technology and systems to drive automation and optimize business performance. You liaise with the public, external and government agencies on statutory responsibilities in accordance with the provisions of the Ontario Municipal Act and other Provincial Statutes. You prepare and review reports and presentations for management and Council and administer other related duties or special projects, as required. A full copy of the position description is available at [augusta.ca](http://augusta.ca)

### Qualifications:

- Strong leadership and interpersonal skills and demonstrated ability to build and lead a cohesive team.
- Superior communication skills used to interact effectively with Council, staff, community stakeholders, local agencies, upper tier, provincial and federal governments.
- Demonstrated ability to act in a manner bestowing tact and diplomacy in a political and client-based environment.
- Demonstrated high level of critical thinking with the ability to perform in a proactive and strategic manner and plan, prioritize and balance multiple responsibilities and shifting priorities successfully.
- University Degree in Commerce, Public Administration, or suitable equivalent.
- More than ten (10) years of related municipal experience including a minimum of five (5) years of experience at a senior management level.
- Skilled in negotiating, influencing, and consensus building amongst diverse groups.
- Demonstrated experience in change management and process implementation.
- Excellent report writing and presentation abilities.
- Sound working knowledge of Microsoft Office applications.

The salary range for this position is \$143,032 - \$165,964 per annum. We also offer a comprehensive benefits package and participation in OMERS pension plan. Interested candidates are invited to submit their confidential application, including resume and cover letter that clearly outlines their qualifications and relevant experience, no later than **February 3, 2023**, via one of the following methods:

**E-mail:** [smcdonald@augusta.ca](mailto:smcdonald@augusta.ca) **Mail:** Steve McDonald, CAO, Township of Augusta 3560 County Road 26, Prescott, ON K0E 1T0

If you require disability-related accommodation to participate in the recruitment process, please advise us as soon as possible. Accommodation may be provided in all steps of the hiring process. We thank all applicants for their interest and advise that only candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. The Township of Augusta is an equal opportunity employer.