



## Chief Administrative Officer



Nestled in the rolling countryside less than an hour from Toronto and moments away from the unspoiled, natural beauty of the Niagara Escarpment, **Orangeville's** small-town charm and "big city" amenities appeal to residents and businesses alike. Businesses invest and grow in our community because of its convenient location; the lifestyle the area affords; a skilled workforce; and competitive business operating costs.

We have a strong, diversified business community and our business park is home to multi-national manufacturing operations and successful small business operations. **Orangeville** is also a regional centre for commercial and service activity. The Town offers a variety of shopping and dining experiences from both independently-owned small businesses and nationally-recognized retailers and restaurants. Over the past few years, Orangeville has experienced steady growth due to our strong mix of location, community amenities, attractive and unique housing, and a state-of-the-art regional health care facility. Post-secondary opportunities in the community continue to expand and broaden our appeal to families and businesses.

We're carefully planning our growth to provide and preserve a welcoming environment for residents, businesses and visitors. **Orangeville's** lifestyle has something for everyone. The Town enjoys a vibrant culture, with live theatre and an active community of artists. The Orangeville Blues and Jazz Festival, hosted annually, is known to be one of Canada's Top 100 Events and Festivals in all of Ontario. Our parks and recreation facilities offer extensive and accessible opportunities for active living. Nearby wide-open spaces feature excellent hiking trails, cross-country and downhill skiing, golfing, fishing, plus a variety of other activities to satisfy almost every outdoor enthusiast. Orangeville is home to Island Lake which offers over 820 acres of lake, wetland, trails and forest and it's open year-round.

With a combined operational and capital budget of over \$129.4M, and over 300 employees, **Orangeville** is committed to meeting the needs of 30,000+ residents and a thriving business community by delivering efficient and effective services.

### Inspire our Future as our Chief Administrative Officer

As the ideal candidate you are an inspiring, principled, and collaborative leader with a proven track record of results and accomplishments with related experience from either public sector 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 **Chief Administrative Officer** 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 team, you will inspire a dedicated workforce and help foster a workplace culture focused on service excellence, innovation and teamwork while positioning Orangeville as an employer of choice.

### How to Apply

To explore this opportunity please apply via email by **May 15<sup>th</sup>, 2023 or sooner** to [careers@waterhousesearch.net](mailto:careers@waterhousesearch.net) quoting project **TO-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, [amy@waterhousesearch.net](mailto:amy@waterhousesearch.net) or Jon Stungevicius at 416-214-9299 x1, [jon@waterhousesearch.net](mailto:jon@waterhousesearch.net).

*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.*