



2023-NON-GG-80

## **Chief Administrative Officer**

**COUNTY ADMINISTRATION BUILDING, BELLEVILLE, ON**  
**Permanent Full Time**

The County of Hastings is recruiting for a new **Full-Time Chief Administrative Officer (CAO)** due to the pending retirement of its long-serving CAO. Reporting directly to the Warden and members of County Council, the CAO provides vision, strategic and inclusive leadership to the entire organization during times of growth and change. This is an executive position in Eastern Ontario and your opportunity to make a significant contribution and positive influence on the community.

The CAO is responsible to County Council for the management of all human, financial and physical resources of the county while providing strategic guidance and advice for the effective delivery and continuous improvement of programs and services to County residents and businesses.

The CAO provides support and advice to the Warden on matters relating to the Eastern Ontario Warden's Caucus (EOWC), the Eastern Ontario Regional Network (EORN) and other regional initiatives.

As the ideal candidate and the new Chief Administrative Officer, you are an inspiring leader, a strong consensus builder and an exceptional communicator. In addition, you are known for your business acumen, leadership and political acuity, your commitment to leading best practices, continuous improvement, service delivery excellence and fiscal accountability.

A day in the life includes attributes such as:

- Accountable for the overall administrative management of the County
- Provide progressive advice and guidance to the Warden and County Council
- Direct the Senior Leadership Team in the effective administration and coordination of services to align and support Council's strategic priorities.
- Communicate and interface effectively with internal and external stakeholders, public, provincial and federal officials, municipalities, agencies, boards and media.

Key qualifications for this executive leadership role:

- **Leadership** – A minimum 5 years of successful, highly-respected senior executive-level experience, preferably in the municipal sector in a complex, multi-stakeholder organization.
- **Strategic Thinking** - Proven ability to think and act strategically in a complex multi-stakeholder business environment, including the ability to conceptualize and implement strategies among competing priorities.

- **Education** – A post-secondary degree or work equivalent in, public administration, business or related discipline. Progressive, current professional development expected.
- **People Leadership** - Exceptional inter-personal skills, including the ability to direct, motivate, evaluate, and recognize staff; proven ability to share knowledge with others; experience in all components of human resource management in a union environment.
- **Relationship Management** - Ability to establish and maintain effective working relations with members of County Council, private and public officials, unions, staff and the public.
- **Business Planning & Management** - Experience in business management, planning, budget and finance. Proven acumen in managing and collaborating in local government, business, financial and human resource management best-practices with the ability to communicate and improve organizational effectiveness and efficiency through the management and utilization of corporate resources.
- **Program & Change Management** - Experience in successfully leading complex multi-stakeholder programs and change initiatives, introducing best practices.
- **Service Delivery** - Ability to identify, understand, meet/exceed the requirements of internal/external customers through best-practice concepts, excellent project/time management, analytical/critical thinking, problem-solving and decision-making skills.
- **Legislation** - Knowledge and experience with applicable legislation and related regulations.
- **Communications** - Excellent written and oral communication and presentations skills with a solid track record of public speaking, including effectively dealing with the media.

**Salary Range:** \$199,000 – \$223,000 per annum, with excellent fringe benefits

**Hours of Work:** Normal Business hours plus after-hours availability. Must attend all County Council and Committee meetings as required. Hastings County Council has adopted a Remote Work Policy that supports hybrid work arrangements.

**CLOSING DATE:** Sunday, March 19, 2023 by 11:59 pm

Qualified individuals interested in being considered for this position are invited to submit a resume and covering letter in one PDF document via email to: [caorecruitment@hastingscounty.com](mailto:caorecruitment@hastingscounty.com)

Please quote “**2023-NON-GG-80 – “your name”** in the subject line

[Hastings County Profile](#)

[Hastings County Map](#)

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply but advise that only those persons selected for an interview will be contacted. The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation. The successful candidate will be required to provide a clear Criminal Record Check and/or Vulnerable Sector Check and proof of being fully vaccinated against COVID-19 or eligible approved exemption by Hastings County.*