



## Town of Midland – Job Posting

**Position Title:** Chief Administrative Officer  
**Status:** Regular Full-Time – Management (Non-Union)  
**Department:** Administration  
**Closing Date:** March 17, 2023 at 4:00pm

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The Town of Midland is a dynamic waterfront community of 17,000 located in “the Heart of Georgian Bay.” As a lower tier municipality within the County of Simcoe, the Town of Midland delivers a full range of municipal services. Midland offers quality affordable living in a desirable part of the province. Work/life balance includes easy access to Georgian Bay along with four season recreational pursuits. Midland is the hub of North Simcoe with many exciting opportunities.

Reporting to Mayor and Council, as the CAO you will provide oversight for a \$36M operating budget and a \$25M capital budget and be accountable to provide leadership to the Municipality’s staff as well as strategic oversight of all municipal business functions, services and activities within policies established by Council and in accordance with applicable legislation. You will foster a positive, inclusive, and engaging working environment that engenders collaboration, trust, accountability, and integrity.

As the ideal candidate, you are a strategic and inspirational senior leader, principled with deep credibility and experience in senior administrative leadership roles in comparably complex, public-sector environments (preferably municipal). You have been accountable for large and complex operations and budgets, and you bring a proven track record of delivering results, creating efficiencies, and effectively implementing, scaling, and optimizing service delivery functions in a growing region, ensuring an effective allocation of resources on priorities set by Council. Integrity, humility, and vision are core to your leadership style.

The Town of Midland offers a competitive salary and benefits package. To view a full executive briefing on this role, or for any questions, please contact Mara Vande Beek, Director of Human Resources at [mvandebeek@midland.ca](mailto:mvandebeek@midland.ca).

Please see attached job description for additional details.

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**APPLY IN CONFIDENCE TO:** The Town of Midland uses the ADP Applicant Tracking System (ATS) to post jobs and accept applications. Link - [Employment Opportunities](#)

### **No calls please**

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All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

The Town of Midland is committed to an inclusive, barrier-free environment. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact Human Resources at [hr@midland.ca](mailto:hr@midland.ca) for assistance.

**Note:** We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.



## Town of Midland – Job Description

**Position Title:** Chief Administrative Officer  
**Department:** Administration  
**Reports to:** Mayor and Council

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### Position Summary

Reporting to the Mayor and Town Council, the CAO provides the cornerstone leadership for all aspects of Midland's business and services. The CAO facilitates the development of a clear mission and vision in line with Council directions and strategic priorities; implement a community based strategic plan and implement Council's goals; build a strong and effective Senior Leadership Team; challenge the organization to be innovative and responsive; and improve the efficiency and effectiveness of programs and services delivered to the community.

### Key Duties & Responsibilities

- As a strategic partner to Council, stakeholders and the Corporate Leadership Team, providing leadership, guidance and advice on the financial and administrative impact of proposals and initiatives to allow Council to make informed decisions.
- Providing leadership during the preparation and presentation of operating and capital budgets. Presenting budget proposals, recommendations and observations to Council that complement short and long-term fiscal objectives of the corporation.
- Maintaining strong working relationships with external auditors, legal advisors, consultants, Indigenous groups and representatives of federal and provincial governments and directing their efforts on the corporation's behalf.
- Making gradual, progressive improvements in organizational structure to allow for excellence in service delivery and reporting the outcome of these improvements to Council.
- Dealing effectively with high pressure, demanding, challenging situations that require concise, strategic decision-making and communication with many stakeholders in changing circumstances.
- Respecting Council as the governing body but thinking creatively and pushing the limits to overcome obstacles and achieve shared goals and objectives.
- Presenting proposals to Council on policy, project and financial initiatives and issues, using key staff and selected outside advisors when necessary.

### Qualifications & Requirements

- A master's degree in public administration, university degree in finance/business administration, human resources, law (L.L.B.) or other relevant post-graduate discipline, would be an asset.

- 10 years' experience in a senior management role, preferably in a unionized municipal setting.
- Demonstrated work on strategic and creative thinking on visioning concepts of long-term plans.
- Demonstrated leadership experience working with Council and overseeing a team of senior managers and professionals.
- Demonstrated ability in dealing with Provincial Government, Federal Government, and other external agencies/ stakeholders.
- Excellent organization skills to ensure a forward involvement of new municipal services with a performance measuring tool to assess qualitative results.
- Thorough working knowledge of Municipal, Provincial, Federal, and Employer-related legislation/regulations and contemporary issues, municipal government organizations and structures, municipal operations, municipal finance and reporting processes, labour relations principles and collective agreement administration, and management practices.
- Ability to think and act strategically and astutely in a political and community service environment; to build strong and enthusiastic staff teams and external alliances/partnerships; to align departmental programs/services with corporate goals/objectives; and to champion the vision/mission of the Town and foster a positive, productive, innovative/creative workplace environment.
- Shall disclose proof of enhanced COVID-19 vaccination certificate with QR Code or proof of medical exemption

### Core Competencies

- **Business Acumen** – the ability to build business relationships, resolve conflicts, negotiate, mediate, facilitate, and deliver information to a wide variety of audiences. Effectively research and analyze, and effectively respond to emerging opportunities and risks.
- **Political Acumen** - Ability to build trust and credibility in a politically sensitive role with competing demands and priorities.
- **Communications** - Possesses strong communication skills, both verbal and written, and expresses thoughts in an organized, concise manner. Actively listens to the issues of others in a manner that elicits cooperation and support. Ability to think under pressure and present cogent ideas and respond effectively in a public meeting setting. Has the ability to develop and deliver effective presentations.
- **Negotiations** - Ability to negotiate contentious matters on behalf of the municipality specifically as it relates to development agreements, site plan agreements, and subdivision/condominium agreements.
- **Leadership** – The ability to coach, mentor, and lead. Strives to create a culture of empowerment and accountability and a team that feels well supported and valued.
- **Collaborative** – Has an honest, open, and consistent approach to working with others toward organizational strategic objectives and possesses strong relationship and interpersonal skills, including the ability to build relationships and develop and maintain partnerships.

- **Knowledge** – Continuously seeks to stay current and be at the leading edge in his/her field and is committed to continuous learning; one that is self-motivated and self-directed, being able to work independently with sense of urgency to task completion.
- **Innovative** – Is creative, and has the ability to act upon innovative opportunities, while recognizing the necessity of working with limited resources and in alignment with the strategic directions of the Town.
- **Energetic & Adaptable** – Has the ability to adapt to new and changing situations; able to alter course/direction when necessary; enjoys and embraces new challenges; flexible; able to deal with stress effectively.
- **Technical** - Strong computer skills particularly with Microsoft Office, municipal and government databases.

### Effort/Physical Demands

- Physical demand requires standing, walking and extended periods of sitting.
- Visual attention for detailed computer work, for health and safety compliance and personal safety while on the job.

### Working Conditions

- Normal work week is 35 hours, Monday to Friday with a one-hour unpaid lunch.
- Flexible working environment (optional hybrid work arrangement).
- After hours meetings to attend Council, Board / Committee meetings or hearings.
- Standard office working environment.
- May have dealings with unpleasant or irate individuals.
- Travel may be required.
- Willingness to reside in the Town of Midland.