

Chief Administrative Officer

Oxford County is located in the heart of southwestern Ontario between Kitchener-Waterloo and London. With a population of approximately 125,000 residents, Oxford County is a blend of urban and rural communities at the crossroads of Highways 401 and 403.

Oxford County is an upper tier municipality made up of eight municipalities: City of Woodstock, Town of Ingersoll, Town of Tillsonburg Township of Blandford-Blenheim, Township of South-West Oxford, Township of East Zorra-Tavistock, Township of Norwich, and Township of Zorra.

With a combined operating and capital budget of \$305M and approximately 850 staff, Oxford County is committed to meeting the needs of our eight local municipalities, business communities and residents by delivering efficient and effective services.

The services delivered include Planning, Public Works (water, wastewater, transportation, waste management, facilities, engineering), Human Services (Ontario Works, housing, child care), Long Term Care, Paramedic Services, Tourism, Corporate Services (finance, customer service, provincial offenses, information services, library services), Human Resources and Communications.

Inspire our Future as our Chief Administrative Officer

The ideal candidate will be an inspiring, principled and collaborative leader with a proven track record of results and accomplishments in municipal government. You have exceptional communication skills and political acumen to interact with diverse stakeholders, foster the development of partnerships, engage and inspire our employees while ensuring customer service excellence.

Reporting to the Warden and Council, the **Chief Administrative Officer** is responsible for the strategic leadership and efficient delivery of all the County'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 member municipalities and County residents by being innovative, accountable and fiscally sound. You will work to enhance growth and development in the County as well as ensure the effective utilization of resources through the priorities and guiding principles in our strategic plan.

Leading a talented staff team, and working in a complex unionized environment, this position guides and inspires a dedicated workforce and helps foster a workplace culture focused on service excellence, innovative thinking, and teamwork while positioning Oxford County as an employer of choice.

How to Apply

To explore this opportunity please apply via email by **January 31, 2023 or sooner to careers@waterhousesearch.net** quoting project **OC-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, or Jon Stungevicius at 416-214-9299 x1, 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.