



MUNICIPALITY OF NORTHERN BRUCE PENINSULA (NBP) JOB POSTING - CHIEF ADMINISTRATIVE OFFICER (CAO)

The Opportunity

A setting of ancient cedars, the rugged cliffs of the Niagara Escarpment and the crystal blue waters of Georgian Bay and Lake Huron may be a place that you want to call home. NBP has a permanent population of 3,900 but that number swells to ten of thousands when people arrive looking to escape the city and wanting time to relax and enjoy the aura and ambience of NBP's unique and peaceful landscape.

As the ideal candidate and the new CAO, you are an inspiring leader, an exceptional communicator and a strong consensus builder. Additionally, you strive to develop and foster highly effective staff teams in a positive and innovative workplace and you seek continuous improvement and excellence in service delivery all the while being fiscally accountable.

You, alongside the Mayor, Council, the Community and your senior staff, will add energy, ideas and paths forward for enhancing the Municipality while your key to success will be your ability to understand everyone's needs, responsibly and sustainably.

Preferred Qualifications

- a public administration degree or related post-secondary education
- a minimum of ten (10) years' experience in senior management-related positions (working with elected officials) and at least five (5) years managing staff in a senior municipal role in both a unionized and non-unionized environment
- enthusiastic, outgoing and positive leader who possesses superior public speaking, writing, staff and media relations skills and experience in interacting with staff, Council, senior government officials and other community leaders and organizations
- excellent ability to communicate effectively and address concerns, complaints and requests with tact, discretion, political sensitivity and diplomacy in all circumstances
- exceptional budget planning, analytical, problem solving, facilitation and negotiation skills

NBP is offering a competitive salary (\$120,000.00 to \$140,000.00 range dependent upon qualifications). The job description is available at www.northbrucepeninsula.ca under "Employment Opportunities". Interested individuals are invited to submit a cover letter and resume, marked "Private and Confidential – CAO", by regular mail, personal delivery or email no later than 12:00 p.m. Noon on Thursday, February 27, 2020 to:

Mary Lynn Standen, Clerk
Municipality of Northern Bruce Peninsula
56 Lindsay Road 5
Lion's Head, Ontario N0H 1W0
Telephone: (519) 793-3522, X229
Email: clerk@northernbruce.ca

We thank all applicants who apply for the position, but only those candidates selected for an interview 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 and will only be used for candidate selection. The Municipality of North Bruce Peninsula is an equal opportunity employer.