

Chief Administrative Officer Town of Amherstburg

Location: Amherstburg, ON.

Amherstburg is one of the oldest and most charming communities in Southwestern Ontario. Located near the mouth of the Detroit River in Essex County, Ontario and identified as a “War of 1812” community, Amherstburg’s growing population of over 22,000 enjoy a deep history, vibrant culture, unique centuries old buildings and a lovely waterfront setting that makes Amherstburg an unforgettable destination to visit or live.

The Town is seeking a **Chief Administrative Officer (CAO)** to provide outstanding organizational and people leadership as Amherstburg navigates a dynamic period of change and growth.

Working in partnership with the Mayor and Council, the CAO helps develop the future vision, plans, goals and objectives of the Town and leads the team in the implementation of this vision. The driving force behind a collaborative, consultative leadership model, the CAO will manage change at every level of the organization, continuing to deliver and improve upon excellent service levels to residents and to clients, both internal and external, while providing sound advice to Mayor and Council and maintaining a policy of fiscal responsibility.

As an ideal candidate, you possess a post-secondary education in a relevant field (public administration, business, finance, law, etc.) or some other acceptable combination of education and management experience. Your 10 years of progressive experience leading and managing public sector organizations is combined with demonstrable expertise in the sound planning and execution of economic development, strategic planning, and financial management. You are highly valued for your integrity, solutions orientation, flexibility, transparency, and reputation for providing open, honest advice and support to staff, stakeholders and Council alike. An outstanding communicator, presenter, negotiator and influencer, your excellent political acuity, diplomacy, sound judgment and commitment to the values of fairness, equity and diversity has allowed you to create effective working relationships with a diverse array of internal and external stakeholders. Amherstburg will benefit from your proven capacity to take calculated risks, to handle multiple priorities and demands with ease, and to build and empower highly productive teams united in a culture of innovation and client service excellence. Previous knowledge of the Municipal Act and other relevant legislation is an asset.

To apply for this position, please visit: boyden.thriveapp.ly/job/1180. For more information, please contact Richard Rankin at rrankin@boyden.com and **state the title of the position in the subject line of your email.**

We thank all applicants for their interest, however only those under consideration for the role will be contacted.