



INTERNAL/EXTERNAL POSTING

Township of Southgate

**185667 Grey Road 9
Dundalk, ON N0C 1B0**

Employment Opportunity Chief Administrative Officer

The Township of Southgate is accepting INTERNAL/EXTERNAL applications for the fulltime position of **Chief Administrative Officer (CAO)**.

The CAO will assist Southgate Council with their responsibilities by acting as a resource, facilitator and change agent assuring the unique qualities, goals and needs of the Township of Southgate are met. The CAO is responsible to implement all Council decisions for approved programs and provide direction in a timely and professional manner. The CAO is responsible for administration and management of the operations of the municipality within the framework set by Council. The CAO is primarily (with assistance/support from department heads and Council members) responsible for advising Council on legislative, regulatory and other changes affecting local government administration. The CAO will ensure that service delivery and human resources are supported and general government operations are carried out in a cost efficient, effective and customer service friendly manner, meeting all statutory obligations, municipal standards and bylaws. The CAO will lead, direct and coordinate the department heads in the Council approved organization chart.

The ideal candidate for the Township's new CAO will 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. Seven (7) years of progressive experience as a senior manager and/or five (5) years of some Ontario Municipal experience or equivalent private sector combination of demonstrable expertise in the planning and execution of economic development, strategic planning and financial management will contribute to the success of the CAO position. The ideal candidate will possess great leadership and communication skills, have an entrepreneurial attitude, strong conflict resolution as well as customer service skills, be a creative and critical thinker that exhibits professionalism in all dealings with Council, staff and the public.

Salary to be discussed.

For a complete job description and position profile, including qualifications and further information please visit the employments opportunities section of our website (www.southgate.ca).

Closing Date: Thursday, June 2, 2022 at 2:00pm local time

Submit resume to: Township of Southgate
Re: Chief Administrative Officer
185667 Grey Road #9
Dundalk, ON N0C 1B0
E-mail: employment@southgate.ca

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

We thank all applicants for their interest; however, only those 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 be used for the purpose of candidate selection only.