

Deputy Chief Administrative Officer (DCAO), Corporate Services

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

The City is seeking a visionary and results-driven leader to serve as Deputy Chief Administrative Officer (DCAO), Corporate Services. This executive role provides strategic leadership across key municipal functions, including Human Resources, Information Technology, City Clerk's Office, Legal and Court Services, Internal Audit, and Strategic Communications and Community Engagement. This role also has executive oversight responsibilities for the City's wholly owned subsidiaries: Guelph Municipal Holdings Inc. and Guelph Junction Railway.

Reporting directly to the Chief Administrative Officer and as a member of the Executive Team, the successful candidate will play a pivotal role in shaping policies, actioning direction, fostering a culture of continuous improvement and service excellence to deliver the City's Strategic Plan objectives. With a focus on service excellence, innovation and affordability, the DCAO, Corporate

Services, will be a strategic connector, trusted advisor, and a visible, inspiring collaborative municipal leader.

Key duties and responsibilities

- **Strategic Leadership:** Provide oversight for Corporate Services, ensuring efficiency, effectiveness, and alignment with Council direction.
- **Council and Executive Team Partnership:** Build strong, trusting relationships with Council, the CAO, and senior leaders, offering strategic guidance on corporate initiatives, risks, and impacts.
- **Employee Engagement and Development:** Lead with integrity, fostering a positive, high-performance culture through communication, coaching, and mentorship.
- **Regulatory Compliance and Service Excellence:** Ensure all Corporate Services functions meet legislative requirements while driving continuous improvement and innovation.
- **Policy and Operational Oversight:** Develop and assess corporate policies, management procedures, and work systems to enhance service delivery and accountability.
- **Stakeholder Engagement:** Establish and maintain effective relationships with Council, staff, external agencies, businesses, and other levels of government.
- **Financial Stewardship:** Manage and monitor complex departmental budgets, ensuring financial accountability and cost-effectiveness.

Qualifications and requirements

Education and Experience:

- Post-secondary degree in Public Administration, Business Administration, or a related field.
- Extensive senior leadership experience in municipal government or a similar public-sector environment.
- Completion of a master's degree and/or professional designation related to Corporate Service function(s) is preferred.
- An equivalent combination of education and experience may be considered.

Leadership and Strategic Skills:

- Demonstrated ability to build trust, drive innovation, and achieve results through action-oriented effective leadership.
- Excellent relationship-building skills with Council, government agencies, and community stakeholders with the ability to navigate complex political environments, providing sound policy advice and fostering positive intergovernmental relationships.
- Exceptional ability to communicate the City's vision, policies, and strategic direction in a compelling and engaging manner.
- Ability to communicate complex ideas clearly and persuasively to diverse audiences through presentations and public speaking initiatives.
- Proven ability to manage change and lead large-scale transformation initiatives effectively.
- Excellent problem-solving, negotiation, and conflict resolution skills.
- Proven track record in developing, coaching, and mentoring individuals at all levels within the organization, using a people-first approach.

- Demonstrated experience in fostering inclusive workplaces, enhancing service delivery, and leading equity, diversity, and inclusion (EDI) initiatives and strategies within municipal or public sector environments.

Technical and Regulatory Knowledge:

- Skilled in managing large budgets, optimizing resources, and implementing cost-effective financial strategies.
- Skilled in developing and implementing corporate policies, performance metrics, and operational strategies.

Hours of work

35 hours per week, Monday to Friday, between the hours of 8:30 a.m and 4:30 p.m. This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

Pay/Salary

Non-Union Grade 13: \$208,528.32- \$260,660.40

How to apply

Qualified applicants are invited to apply using our **online** application system by **August 5, 2025**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.