

## **Chief Administrative Officer (CAO)**

**Permanent, Full-time**

**Salaried position**

**Department:**

Administration

**Annual Salary:**

\$156,678 to \$171,207

Reporting to Council, the Chief Administrative Officer (CAO) is responsible for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality. The CAO provides strong leadership and direction to Department Heads to implement Council's decisions, establish administrative practices and procedures to carry out Council's decisions, and undertake research and provide advice to Council on the policies and programs of the municipality. The main duties and responsibilities of the position are in the areas of operation of the municipality and corporate administrative functions.

### **Requirements of a successful candidate:**

1. Degree in a relevant discipline (e.g., Public Administration, Business Administration, Engineering, Finance, Planning, Recreation Administration, etc.). Master's Degree preferred.
2. Certified Municipal Officer, Certified Municipal Manager, or other municipal leadership accreditation.
3. Ten (10) years of significant progressive management experience, preferably working as a senior manager in a municipal government environment with experience dealing with union and non-union employees. Experience as a CAO an asset.
4. Politically astute with demonstrated ability to grasp organizational issues, lead diverse groups toward a common vision and take a participatory approach to management.
5. Thorough working knowledge of relevant Acts/Regulations/Statutes and local government functions/responsibilities.
6. Demonstrated analytical skills to identify and resolve problems and excellent negotiating skills to resolve organizational and interdepartmental conflicts. Ability to communicate ideas effectively in person and in writing and to deal effectively with high pressure and challenging situations.
7. Ability to manage information and make decisions, negotiate, find innovative solutions to problems as well as administer and monitor budgets.
8. Exceptional administrative, interpersonal, organizational, time management, problem-solving, report writing, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
9. Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information. Possess a high level of initiative and professional integrity.
10. Working knowledge of Windows and Microsoft Office applications, and office equipment.
11. Valid Class 'G' Driver's Licence. Ability and willingness to travel within the community and out of town as required.
12. Demonstrated leadership and communication skills with strong written and verbal communication abilities in both French and English languages.

**A detailed job description is available from the Administration Department.**

If this describes your next career progression, please send your resume, including cover letter to:

**Administration Office - Town of Kapuskasing**

**88 Riverside Dr. P5N 1B3**

**EMAIL: [general@kapuskasing.ca](mailto:general@kapuskasing.ca)**

**Competition closes at 3 p.m. on Monday June 2, 2025**

**We thank all applicants for their interest, however, only those selected for interviews will be contacted.**