



EMPLOYMENT OPPORTUNITY

Chief Administrative Officer (CAO)

The Municipality of Shuniah is a vibrant, growing community of over 3000 people that doubles in the summer season and offers opportunities for Economic Growth. Shuniah is one of the oldest incorporated Municipalities in Ontario that offers a quality of life that is unique and treasured. It borders the City of Thunder Bay in Ontario to the east, stretches north of Highway 11/17 and east including many smaller communities. Shuniah is also a popular spot for cottages and recreation, along 40 kilometers of Lake Superior's magnificent northern shoreline and numerous other shorelines and lakes.

The Municipality of Shuniah is currently seeking a dynamic, community-minded individual to fill the role of **Chief Administrative Officer (CAO)**. Under the direction of the Mayor and Council, the CAO will be responsible for overseeing the overall administration and operations of a small northern and rural municipality, driving innovation and fostering collaboration amongst the staff, elected officials, and the community. This position requires a high-level of professionalism, integrity, and dedication to providing community-facing service, all while being able to balance long-term planning with day-to-day operational realities.

QUALIFICATIONS

Education & Experience

- ▶ Extensive experience in an executive leadership role with a municipality; ideally, as a CAO in a similar Municipality
- ▶ Post secondary education in Public Administration, Business Administration, or a related field; relevant professional designations (eg. CPA, PMP, CHRL, etc.) are considered an asset
- ▶ Depth of knowledge of local living, government operations, regulations, and best practices (eg. the Municipal Act)
- ▶ Proven record managing limited resources to ensure the municipality's financial health

Developed Competencies ~ *Candidates must have demonstrated success in the following areas:*

- ▶ **Superior communication and interpersonal skills:** The CAO must be able to effectively communicate with staff, council members, community members, and other stakeholders.
- ▶ **Strong leadership skills:** The CAO must be able to effectively lead and manage the municipality's staff, departments, and operations.
- ▶ **Strategic planning skills:** The CAO must be able to develop and implement long-term strategic plans to guide the municipality's growth and development.
- ▶ **Problem-solving skills:** The CAO must be able to identify and address challenges and issues facing the municipality in a timely and effective manner.
- ▶ **Collaborative, team-oriented skills:** The CAO must be able to work effectively with council members, staff, and other stakeholders to achieve common goals and objectives.
- ▶ **Integrity and ethics:** The CAO must demonstrate transparency and integrity in all their actions and decisions.
- ▶ **Adaptability:** The CAO must be able to adapt to changing circumstances & priorities in a fast-paced environment.
- ▶ **Organizational Skills:** The CAO must be able to manage multiple responsibilities and competing priorities.

Salary Range: \$140,000 to \$150,000

PLEASE DO NOT APPLY ON INDEED! To be considered for this position, interested candidates are invited to submit a cover letter and resume, totaling no more than five (5) pages combined, by January 23, 2026 at 4:00pm to:

The Shuniah CAO Selection Committee
c/o trendline@tbaytel.net

The Municipality of Shuniah is an inclusive employer and offers accommodation throughout the recruitment process upon request.

NOTE: No Artificial Intelligence (AI) will be used in the hiring process and there is a vacancy for this posting.

While we appreciate all applications for this position, only those who are selected for an interview will be contacted.