

## Chief Administrative Officer

Nestled along the picturesque shores of the St. Lawrence River between the major metropolitan centres of Ottawa and Montreal, South Stormont is a thriving and forward-looking community that is quickly becoming one of the most sought-after regions in Eastern Ontario. With a strong balance of rural charm and small urban convenience, South Stormont offers modern services, expanding infrastructure and a high quality of life. The area boasts a rich history, from the earliest Loyalist settlers to the enduring legacy of the Lost Villages of the St. Lawrence Seaway, all while embracing growth, innovation and new opportunities. As one of the fastest growing municipalities in the region, South Stormont is attracting new residents, businesses and leaders who are helping to shape its exciting future.

The Chief Administrative Officer (CAO) serves as the strategic leader of the Township, guiding the implementation of Council's direction and priorities. As Council's sole employee and senior advisor, the CAO leads the senior management team to ensure the effective delivery of municipal services and fosters a collaborative organizational culture grounded in public service values, fiscal responsibility, innovation, and continuous improvement.

The CAO represents the Township externally with government agencies, neighbouring municipalities, businesses, developers, community groups, and the media, promoting South Stormont's interests at the local, regional, provincial, and federal levels. This role is responsible for cultivating intergovernmental relationships, advancing economic development initiatives, and ensuring the Township remains responsive and adaptable to emerging opportunities and challenges. The CAO also plays a key role in promoting South Stormont's image, marketing the community, and building strong networks that support long-term growth and prosperity.

The ideal candidate will hold a post-secondary degree in Political Science, Public or Business Administration, or a related field. A professional designation such as CMO, CMM III, RPP, P. Eng., or CPA is considered an asset. The candidate will bring at least 10 years of progressively responsible experience, including a minimum of 8 years in municipal leadership. Strong knowledge of municipal governance, legislative frameworks (including the Municipal Act), financial management, asset management, human resources, economic development, and strategic planning is essential. The ideal candidate will have exemplary communication skills, political acuity, have demonstrated experience with financial oversight and policy planning as well as a collaborative and empowering management style.

**For more information and to view the full Position Profile, please [visit the Legacy Partners website](#).**

If you wish to be considered for the role, please email your cover letter and resume in PDF format to **Kartik Kumar** at [careers@lesp.ca](mailto:careers@lesp.ca) by **August 25, 2025**.

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

**Thank you once again for your interest.**

*Legacy Partners and the Township of South Stormont are committed to equity, diversity, and inclusion and recognize that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with provincial legislation, accommodations will be provided by Legacy Partners and the organization throughout the recruitment, selection, and/or assessment process, upon request, to applicants with disabilities. If you would like to self-identify during the recruitment process, please fill out [the IISD's Voluntary Self-Identification Questionnaire](#) and submit it with your application.*