



Chief Administrative Officer

Reporting to the Mayor and Council, *the Chief Administrative Officer (CAO)* will be a proven leader with a demonstrated ability to embrace change and guide the municipality, as directed by Council. The CAO's primary responsibility is to oversee and coordinate the day-to-day administration of the Township of South Glengarry, through its senior management team. The CAO supports the Mayor and Council, in directing and developing public policy, ensuring that Council has timely, comprehensive, and relevant information to make well-informed decisions. The Township of South Glengarry is a vibrant and growing community that is seeking a CAO who can work with Council to further position the municipality for a successful future.

KEY COMPETENCIES

- A **professional** with focused and proven experience in developing, mentoring, and leading a well-functioning team.
- A **collaborative planner** with excellent strategic, operational and project planning skills and experience with, and effective at, developing actionable solutions focused on achieving efficiency and the delivery of **cost-effective customer service** to the public.
- An **effective listener**, who is respectful and transparent and who possesses exceptional collaborative, interpersonal and presentation skills.
- An **innovative thinker** with the vision and excitement to see opportunity for the community, the wisdom to consult and respond to community interest and needs, and the ability to lead and motivate staff while adeptly recognizing the role of Council in these areas.
- A professional able to initiate **transformative change** when required, by motivating and developing their team and volunteers in a supportive, focussed, and collaborative manner.
- A **skilled communicator, influencer, and negotiator** who achieves solutions by mobilizing organizational, collective, and community effort and the proven ability able to effectively interface and communicate with staff, partners, government, the public and key stakeholders.

THE IDEAL CANDIDATE WILL HAVE:

- A University degree in a related field, and a demonstrated commitment to professional development. CMO, CMM or other professional designation preferred.
- 8+ years' experience as a senior executive in a related municipal, public or private sector environment, and a successful track record working with elected officials and boards and in mentoring their staff.
- Demonstrated ability to establish and maintain productive, collaborative relationships working with elected officials or boards, community partners, government agencies and manage the complexities of a wide range of stakeholders. Bilingual in French and English language is an asset.

Interested candidates are encouraged to submit their resume to Allen Prowse at:
allen@palmercareers.com 613-389-1108

We thank all applicants for their interest, but only those selected for an interview will be contacted.

PALMER & ASSOCIATES

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