



**Township of South Glengarry**  
6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0  
T: (613) 347-1166 | F: (613) 347-3411  
[www.southglengarry.com](http://www.southglengarry.com)

## 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.

### QUALIFICATIONS

- 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.



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The salary range for the position is **\$113,471 - \$162,443**. **A competitive compensation strategy has been developed that includes an above market salary which could reach \$184,939**. A full job description can be found on the Township's website: [www.southglengarry.com](http://www.southglengarry.com)

Interested applicants are invited to submit a covering letter and resume addressing their qualifications and work experiences, marked confidential, **no later than 4:00 p.m. on Monday June 24, 2024** to **Kristen Sommers, Human Resources Manager** at [recruitment@sdgcounties.ca](mailto:recruitment@sdgcounties.ca)

*We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.*

*In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 613-347-1166. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of South Glengarry, we will endeavour to make such accommodations.*