



Chief Administrative Officer

A unique, mission-critical mandate for a visionary, results-oriented, professional, senior municipal administrator with the ability to bring people together.

With a population of approximately 10,500 people, and a rich mix of urban, rural, agricultural and recreation areas, **Township of Georgian Bluffs** is comprised of the close-knit communities and villages.

Bordered by the Georgian Bay shoreline to the north, the Township is known for its picturesque setting, access to nature trails and waterways, and homey yet lively, family-friendly environment. And, if you miss big city life every now and then, Toronto is only 2.5/3 hours away. Add to that, one of the best tax rates around, all the amenities you need, and good shopping locally, it's easy to see why Georgian Bluffs is a great place to live, play and work.

The Township is looking for a new **Chief Administrative Officer (CAO)** who welcomes the challenges as well as the opportunities inherent in leading and bringing about evolutionary change. As a strong, credible leader, you are recognized for your vision, commitment, professionalism and ability to look analytically at the whole situation and identify what needs to be done, then rally others to deliver on promises made.

As Georgian Bluffs' CAO, you will become known for your success in developing and implementing a long-term Strategic Plan that sets out goals and objectives incorporating the perspectives of Mayor and Council and all other stakeholders. You will also have put in place a means of developing yearly operational plans to implement the Strategic Plan, together with the associated reporting and accountability mechanisms.

Leveraging your leadership experience in municipal government (preferred) or a more broadly defined municipal organization, you will have, with your leadership team, ensured that the right organizational structure, policies, procedures and necessary resources (human, financial, technological and physical) are in place to deliver planned goals and objectives.

A skilled listener, negotiator and communicator, you have built a trusting, transparent relationship with governance, resulting in open and transparent, professional relations between Council/Board/Committees and Administration, strengthened staff morale, and inspired and engaged staff in working together to achieve planned goals and objectives. At the same time, you will have established strong working relationships with external partners, media and the public, and engaged with all local communities as a visible representative of the Township.

There is also a real opportunity to innovate, exercise entrepreneurialism and grow the Township's economy and well being.

In addition, this pivotal role calls for a post-secondary education (university or college degree) or comparable continuous learning, and related municipal or relevant public sector leadership experience

with proven community engagement. While experience in smaller, more rural communities would be beneficial, related lived experience, or significant desire to work and thrive in these communities will be equally considered. Your track record of accomplishments will include the development and implementation of collaborative long-term plans, and experience in working with unions, elected officials and public servants.

Most importantly, you are adept at leading, motivating and engaging a strong team, building a professional, cohesive and dedicated culture, and establishing strong relationships internally and externally, while effectively balancing competing priorities, interests and deadlines to get results.

To apply to this high-impact, high-visibility senior role in municipal administration, submit your application to Phelps at careers@phelpsgroup.ca, specifying the job title in the subject line of your e-mail. Application deadline: **September 22nd, 2021**

Township of Georgian Bluffs is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act throughout all stages of the recruitment and selection process.



401 Bay Street, Suite 1400, Toronto, ON M5H 2Y4
Phone: 416 364 6229