



Georgian Bluffs

Deputy CAO/Director of Corporate Services

Full Time | 12-Month Contract (Minimum)

Georgian Bluffs is home to 11,000 residents, nestled between the Niagara Escarpment and the clear waters of Georgian Bay. The Township offers a second to none quality of life, with all the amenities and facilities of a larger urban centre in nearby Owen Sound, yet the peace, quiet, and environment of a rural location. The Township offers both convenience and nature, along with a flexible and supportive working environment amongst a small and dedicated team.

What we are looking for:

The Township of Georgian Bluffs is seeking a Deputy Chief Administrative Officer/Director of Corporate Services for a full-time, minimum 12-month contract. As a key member of the Senior Leadership Team, this role provides strategic advice, guidance, and leadership across the organization, supporting the CAO and Council in advancing the Township's Strategic Plan, vision, and values.

The Deputy CAO/Director of Corporate Services oversees Legislated Services, Information Technology, By-law Enforcement, Emergency Management, Communications, and Finance. This role is responsible for departmental budgets, corporate strategies, modernizations of processes, and organizational improvement initiatives. The Deputy CAO also provides oversight of external servicing contracts, supports capital projects, and assumes the role of CAO in their absence.

Key Responsibilities

- a) Provide vision and leadership for the Corporate Services Department, integrating operations and building teamwork across divisions.
- b) Oversee the activities of Clerks, Finance, IT, Communications, By-law Enforcement, and Customer Service.
- c) Track legislative changes, ensure compliance and forecast service needs.
- d) Establish and implement operating procedures, policies, and standards for service delivery.



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- e) Support the CAO and Senior Leadership Team in delivering the Corporate Strategic Plan.
- f) Foster a positive organizational culture focused on service excellence, innovation, and financial stability.
- g) Provide day-to-day management of Corporate Services, including recruitment, performance management, and policy development.
- h) Build and maintain relationships with Council, staff, community stakeholders, and external partners.
- i) Act as CAO in their absence and support corporate-wide projects, change management, and process improvement initiatives.
- j) Prepare and manage departmental and Township-wide budgets in collaboration with the Treasurer.

The successful candidate will have:

- a) A degree in Business Administration, Political Science, Public Administration, or a related discipline.
- b) Seven (7) to ten (10) years of progressive management experience, including at least five (5) years in a senior municipal leadership role.
- c) Comprehensive knowledge of municipal operations, governance, and legislative requirements.
- d) Strong leadership and organizational skills, with proven success managing change and leading high-functioning teams.
- e) Strategic planning experience and demonstrated financial acumen.
- f) Excellent communication, interpersonal, and problem-solving skills.
- g) Certified Municipal Officer (CMO), Project Management Institute (PMI) certifications, or completion of the Municipal Administration Program considered assets.
- h) Valid Ontario Driver's License (Class G).



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Application Process

If you enjoy working with small teams dedicated to public service, and value the opportunity to live and work in a close-knit community where new challenges arise each day, we want to hear from you.

This is a full-time contract position for a minimum of 12 months, beginning in mid December. The role offers 40 hours per week, with a salary range of \$129,418.00 - \$161,782. If Georgian Bluffs sounds like a place where you can make a meaningful impact, we strongly encourage you to apply. Please submit your resume and cover letter referencing Job Posting #2025-15 to the undersigned no later than 12:00 p.m. on November 13, 2025.

Human Resources
hr@georgianbluffs.ca

All applications and inquiries will be treated in strict confidence. The Township thanks all applicants, however, only those who are selected for an interview will be contacted. Personal information is collected under the *Municipal Freedom of Information and Protection of Privacy Act* only for job selection purposes. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.