



Georgian Bluffs

Chief Administrative Officer

Permanent – Full Time

Georgian Bluffs is changing and growing, and we are seeking a dynamic, enthusiastic, and experienced leader to join our team. Nestled on the slopes of the Niagara Escarpment and overlooking the clear waters of Georgian Bay, the Township is home to a population of just over 11,000 people. Located in Grey County, along the shores of Georgian Bay, Georgian Bluffs is a residential and rural municipality with a multitude of year-round activities. You'll find yourself with a never-ending list of things to do!

The Township of Georgian Bluffs is comprised of close-knit communities and villages just a few hours from major Ontario cities. We support economic development opportunities that create long-term prosperity in agriculture, industry, and small and medium sized businesses.

The Township of Georgian Bluffs is seeking an experienced **Chief Administrative Officer (CAO)**. The successful candidate will possess proven leadership abilities, strategic and creative thinking, and excellent communication and interpersonal skills. The CAO will ensure continuous development and forward movement of new and existing municipal services. The CAO will also support Council in the formulation of its strategic direction for the Township's future. The ideal candidate excels at providing efficient customer service, promoting teamwork, ensuring cost-effective municipal services, and adaptability for future change.

What we offer:

The Township offers second-to-none quality of life, along with the amenities and facilities of a larger urban centre in nearby Owen Sound. With the peace, quiet, and environment of a rural location, the Township offers both convenience and access to nature. We provide a flexible and supportive working environment with a small and dedicated team.

An exciting role:

You will work with a small team dedicated to public service and where you will be met with new challenges each day. You will also enjoy living and working in a small and close-knit community. If you value public service delivery, we want to hear from you.



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The ideal candidate will bring the following competencies and a willingness to continually grow in these key areas:

Leadership

- Provides visible and positive leadership through empowerment, coaching, mentoring, and delegation.
- Motivates others by communicating a clear sense of purpose.

Integrity

- Demonstrates consideration and respect for the different disciplines, cultures and values of the public, clients, other staff, and Council members.
- Models consistent values of high ethical awareness, commitment, honesty, fairness, and courage.

Building Effective Operations

- Actively responds to inquiries and clearly communicates municipal policies, procedures, and processes.
- Balances the interests of the public with those of the Corporation to maximize overall results.

Strategic Direction

- Analyzes and anticipates the Township's long-term business needs by establishing a clear sense of their organizational and business strategies.
- Adjusts and reprioritizes timeframes and deadlines in response to new situations or information.

Citizen, Council & Staff Relations

- Presents all issues to Council in a timely and objective manner that outlines all pros and cons.
- Demonstrates effective interaction with ratepayers, community officials, visitors, and Government bodies.

Staff Development

- Creates effective teams and supports an open exchange of ideas.



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- Creates and nurtures a culture that attracts, retains, and motivates talented people.

Administration and Performance

- Seeks balance between empowering employees while maintaining general control of operations.
- Instills confidence and promotes initiative in employees through support for their programs while still monitoring operations at the department level.

Communication & Interaction

- Communicates the strategic direction and priorities of the organization in a clear and compelling manner.
- Ensures that all plans put in place by Council are followed such as the Strategic Plan, the Recreation Master Plan, and the Official Plan.

The ideal candidate will possess a post-secondary education in Business or Public Administration, Political Science, Finance, Engineering, or related discipline. Those who have the Certified Municipal Officer (CMO) designation are preferred. This role requires a minimum of 10 years of municipal experience in management and supervision.

Additional Skills Required:

- Management experience at a senior level which includes extensive experience with managing staff and having direct responsibility for department/organizational personnel and budgets.
- Possess a valid Ontario driver's licence, in good standing.
- Strong communication – written, oral and interpersonal, organization, analytical thinking, problem-solving, coaching, leadership, motivation and staff development, time management, employee relations, public/media relations, and strategic planning skills.
- Superior customer service, public relations, and leadership skills necessary to build relationships with others and to foster inter-governmental and business relationships.
- Proven success in strategic thinking, business strategy, and change management with Council and the Community.



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- Influencing and motivation skills, extensive experience mediating and resolving conflicts, and negotiating complex matters.
- Ability to be decisive and possess sufficient business acumen and political savvy to assist Council with complex decisions, and guide staff through challenging initiatives.
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature, and to maintain confidentiality.
- Ability to deal effectively and courteously in all aspects of the position, to work effectively at fostering good rapport and cooperative working relationships, and to champion the corporate mission and values.

The CAO is based out of the Township's Administration office, but travel will be required throughout the rural municipality.

Interview Timeline:

The first round of interviews will be conducted on Friday, July 11, 2025. The second round of interviews will be held on Monday, July 28, 2025.

Application Process:

Township of Georgian Bluffs Council strongly encourages you to apply if you believe you can be an asset. A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

Interested candidates are encouraged to submit in confidence to the undersigned, a resume and cover letter **no later than 4:00 PM on June 15, 2025**. Job Posting #2025-12.

Human Resources
Township of Georgian Bluffs
Email: hr@georgianbluffs.ca

All applications and inquiries will be treated in strict confidence. The Township thanks all applicants. 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.