



EMPLOYMENT OPPORTUNITY Chief Administrative Officer

The Township

The Township of Lake of Bays is in the northeast corner of Ontario's "Cottage Country", adjacent to world renowned Algonquin Park. Lake of Bays, being a part of Muskoka has traditionally been one of Ontario's premier destinations for family vacations and summer cottages. The Township encompasses four unique and inviting communities of Baysville, Dorset, Dwight, and Hillside with a permanent population of 3,759 residents increasing to an estimated 11,720 with the seasonal population.

Opportunity

The Chief Administrative Officer (CAO) serves as the organization's representative to the community, community organizations, media, other levels of government, and professional associations. The CAO advises Council and recommends actions to address current and emerging issues as well as trends to ensure that Council policies and programs result in the attainment of Council's vision and objectives. Reporting directly to Mayor and Council the CAO oversees the administration and operations of the Township and its budget by providing strategic leadership and direction to the Senior Management Team in developing and delivering programs and services.

Key Leadership Traits and Competencies

Fosters collaborative relationships.
Empowers staff and focuses on team development.
Communicates effectively and encourages feedback.
High ethical and moral standards.
Conflict Management and problem-solving skills.
Critical and strategic thinking and solid decision-making abilities.

Salary: Annual Salary range is \$166,339 - \$194,593 based on experience plus a comprehensive health benefits package and OMERS Pension Plan

Closing Date: Friday, November 22, 2024

For a comprehensive list of position responsibilities and qualifications, applicants are encouraged to view the [full job description](#).

Qualified applicants are invited to submit a resume to:

Township of Lake of Bays
Nicole Tye, Human Resources Department
1012 Dwight Beach Rd.
Dwight, ON P0A 1H0
email: NTyeHR@lakeofbays.on.ca
Fax: 705-635-2132

The Township of Lake of Bays is an equal opportunity employer and is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require disability-related accommodation to participate in the recruitment process, please advise the Human Resources Department as soon as possible.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used solely for the purpose of job selection. We thank all applicants; however, only those selected for an interview will be contacted.