



# The Municipality of Lakeshore Chief Administrative Officer

## Community Profile:

The Municipality of Lakeshore is in Southwestern Ontario along Lake St. Clair. **With a population of over 40,000 residents**, it is one of the fastest-growing communities in the region. Lakeshore enjoys a temperate climate year-round. Lakeshore's affordable lakefront community enjoys **over 35 kilometres of waterfront**, low taxes, high quality of life and abundant recreational opportunities with many family-friendly parks, recreation programs, and multi-use recreation centres.

## Qualifications & Experience:

- 4 year University degree in business administration, public administration, engineering, planning, accounting, law or other related discipline or equivalent experience.
- 10 years of progressive experience at senior leadership level.
- 15 years of experience in Municipal operations or equivalent.

## Position:

The Municipality of Lakeshore has an employment opportunity for a dynamic leader to join our leadership team as the Chief Administrative Officer (CAO).

The CAO is responsible and accountable to the Council of the Municipality for the day-to-day management of the municipality and leadership to the Administration.

As the leader of the Municipality's Corporate Leadership Team, the CAO is responsible for ensuring that Council's directives are carried out in an effective and efficient manner, establishing administrative practices and procedures, overseeing capital projects and budget administration, and other duties as prescribed under the Municipal Act.

Under Council's direction, the CAO will be responsible for managing the human, financial and physical resources of the municipality.

## Major Responsibilities:

- The CAO, through policies and procedures as directed and instituted by Council, shall exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality.
- Lead and direct the leadership team and administrative operations of the municipality.
- Strategic planning, organizing, directing and controlling administration of the Municipality with the objective of providing efficient and effective municipal services in accordance with the policies, practices and vision of Council.
- Coordinate the development and implementation of short and long-range operating plans and strategies for the municipality.
- Coordinate all the reports and recommendations of department heads.
- Coordinate Council's direction to staff.
- Organize and supervise the effective and efficient implementation of Council's policies and programs and ensure compliance with all relevant statutory and regulatory requirements.
- Ensure the efficient operation of the municipality's administration, including developing the skills of the Department Heads and their staff and motivating all staff to foster productivity, professionalism and high morale.
- Keep abreast of all departmental operations through frequent meetings with heads of departments to give consideration to coordination of activities, recommendations and concerning policies, plans, budgets and effective implementation of same.
- Communicate and interface with the Mayor and Council and with the general public on all administrative matters as required.
- Establish liaisons and positive relationships with the business community and with other boards and authorities and upper levels of government and act as spokesperson on behalf of the municipality.
- Serve as policy advisor to the Council.
- Consult with internal and external contacts to coordinate Council submissions, and to obtain all appropriate background information to submit to Council in order to make decisions.
- Prepare and present policies and recommendations to Council. Propose by-laws, resolutions and other action by Council.
- Oversees the development, implementation and compliance of the annual budget as approved by Council.
- Coordinate and finalize the preparation of budgets for consideration by Council and its Committees. Administer approved budgets within parameters set by Council.
- Any other duties as assigned by Council.



## Knowledge & Skills:

- Demonstrate strong organizational and leadership skills.
- Sound knowledge of corporate administration and business planning and management.
- Thorough knowledge of operations including finance, engineering, public works, recreation, planning, etc.
- Knowledge of all By-laws and related legislation and regulations as they may apply to the municipal corporation.
- Leadership and administrative skills to plan, direct, mentor and supervise employees and to coordinate the functions of the CAO's office.
- Analytical skills to initiate and execute programs, to identify and resolve problems and to formulate policies and procedures relevant to same.
- Excellent negotiating skills to resolve organizational and inter-departmental conflicts and to participate in the collective bargaining process as required.

- Excellent verbal and written communication skills to prepare reports and minutes, make presentations to Committees and Council and to coordinate policy advice to present sound, practical recommendations to Council.
- Knowledge of OHSA and health and safety requirements and responsibilities.

## Core Competencies:

- Leadership
- Strategic Planning
- Problem Solving
- Diplomacy, Tact & Discretion
- Confidentiality
- Policy Development
- Communication
- Coaching and Mentoring
- Negotiating
- Change Management
- Prioritization
- Organizational
- Team Building
- Financial Management
- Innovation & Initiative
- Report Writing
- Approachable
- Sound Judgement

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**Salary:** Wage range is \$201,273 to \$235,450 annually including benefits and pension.

## Applying:

View the full job description at [Lakeshore.ca/Jobs](https://Lakeshore.ca/Jobs)

Applicants must apply directly to Logic Executive Search and Workplace Solutions. Applications will not be received through the Municipality of Lakeshore.

**Applications should only be sent via email to [jennifer@logicexecutivesearch.com](mailto:jennifer@logicexecutivesearch.com)**

**Deadline: Monday, August 19, 2024**

Personal information is collected under the authority of the Municipal freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.