

Chief Administrative Officer (CAO)

The United Counties of Leeds and Grenville (Leeds Grenville), with a population of 100,546, has 13 dynamic municipalities within its borders. They include 10 municipalities and 3 member municipalities. All offer an excellent quality of life set over a diverse landscape. Investment and new business is welcome throughout the region. This is an area **"Where lifestyle grows Good Business."**

The United Counties of Leeds and Grenville is a transportation hub in the Province of Ontario. Its location stretches over 3,350-square kilometres and offers business and industry enviable access to Highways 401 and 416, the main CNR line, a deep-water port and two international bridges to the U.S. The Counties are centrally located between Toronto and Montreal. International airports are within 30 to 60 minutes. The entire United Counties region boasts a high quality of life and it has earned the World Health Organization's Safe Communities designation.

As the administrative lead of the Counties, the CAO performs the duties and functions and exercises the powers assigned by the Municipal Act and other enactments, or those assigned by Council. This position leads the Corporation and Senior Directors, and is a key advisor to Council, providing vision and leadership, and informing Council on the operation and affairs of the Counties. The CAO must recommend policies, plans, and programs that will benefit The United Counties of Leeds and Grenville by being strategic, innovative, accountable and fiscally sound in the administration and coordination of the delivery of services and businesses in a manner that will ensure the sustainable utilization of human, financial and physical resources of the Counties.

Leading a talented team of staff, this position guides and inspires a dedicated workforce in their efficient delivery of municipal services and helps shape a workplace culture founded on the Counties Core Values of Accountability, Inclusivity, Respect and Improvement-Focused. The Chief Administrative Officer is a visible partner in the community and workplace and a champion of community engagement, development and sustainability.

The ideal candidate will have a post-secondary education in fields such as public administration, business administration, or a related discipline and a minimum of 10 years of senior leadership experience, ideally in municipal government, public sector organizations, or legislative environments. A combination of experience and education will be considered. Some private sector experience is of value and will be considered. Demonstrated experience in the following areas is also required: transformational leadership, organizational development and management, financial acumen, and stakeholder collaboration. An innovative/entrepreneurial spirit is needed for this role.

To view the full Position Profile, including more information about United Counties of Leeds and Grenville and the Ideal Candidate, please [visit the Legacy Partners website.](#)

If you wish to be considered for the role, please email your cover letter and resume in PDF format to **Kartik Kumar** at careers@lesp.ca by **February 6th, 2025**.

Please be assured that any information shared with Legacy Partners will be treated with the strictest confidence and shared only with the client for the purposes of this search.

Thank you once again for your interest.

Legacy Partners and the United Counties of Leeds and Grenville are committed to equity, diversity, and inclusion and recognize that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to confidentially self-identify at the time of application. In accordance with provincial legislation, accommodations will be provided by Legacy Partners and the organization throughout the recruitment, selection, and/or assessment process, upon request, to applicants with disabilities. If you would like to self-identify during the recruitment process, please fill out [the IISD's Voluntary Self-Identification Questionnaire](#) and submit it with your application.