



Join our team as a:

**Chief Administrative Officer
(Permanent, Full-time)**

Located in Southwestern Ontario, the Municipality of North Middlesex serves a population of 6,700. Being conveniently positioned along main routes from more urbanized areas (20 minute drive to London and under one hour to Sarnia) to key travel, recreation, and tourism destinations (just minutes from Lake Huron and the Pinery Provincial Park). North Middlesex offers a close-knit, friendly and safe community, offering a great place to live, work and play. Having a history that is firmly rooted in agriculture and farming, our mission is to lead, live and invest in a dynamic, inclusive community.

North Middlesex is known for its diversified, export-focused agricultural sector; two vibrant downtown commercial centres underpinned by small business and entrepreneurship; and ongoing residential and employment growth supporting an increase in population and economic opportunity.

Overview of the Position

Reporting to the Council of the Municipality of North Middlesex, the CAO has the responsibility to coordinate, lead and direct the Senior Management Team in accordance with Council policy, all applicable law, and statutory obligations. General duties and responsibilities are subject to the provisions of the Municipal Act and include continued implementation of the municipality's strategic plan.

The ideal candidate will have a combination of post-graduate education and/or progressive leadership experience in municipal administration along with proven success with strategic planning, change/project management, and fiscal management. Highly collaborative, demonstrated relationship building abilities and superior interpersonal and communication skills are ideally complemented by municipal experience and professional accreditation. The ideal candidate will also bring an understanding of best practices in economic development, finance, administration, operations, human resources, and governance.

Additional details and a full job description are available at www.northmiddlesex.ca.

Vaccination Requirement

All North Middlesex employees are required to be fully vaccinated as a condition of employment in accordance with the Municipality's COVID-19 Vaccination Administrative Policy. Candidates will be required to show proof of vaccination during the recruitment process.

What We Offer

North Middlesex provides competitive compensation, complete with comprehensive health and dental benefits, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. The pay range for this position is \$58.74 to \$68.72 for 40 hours per week.

How to Apply

Interested candidates are invited to submit their cover letter and resume by **4:30 p.m. on Friday, February 3, 2023** to:

Jessica P. Ngai
Director of Human Resources
County of Middlesex
Email: caorecruitment@northmiddlesex.on.ca

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodations will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). 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 purposes of the candidate selection.