

# The Corporation of the Town of Lakeshore

## has a Career Opportunity for a Chief Administrative Officer



The Town of Lakeshore is a beautiful Municipality situated in southern Ontario along Lake St. Clair. The Town has a population of over 37,000 and is one of the fastest growing municipalities in Ontario. The Town of Lakeshore enjoys a temperate climate year round with more than 200 growing days. Lakeshore's affordable lakefront community enjoys over 35 km of waterfront, low taxes, a high quality of life and abundant recreational opportunities with many family friendly parks, recreational programs, a multi-use recreation centre, the Atlas Tube Centre including pools, 3 ice pads, gyms, and much more.

The Town of Lakeshore has an employment opportunity for a dynamic leader to join the Town of Lakeshore team as the Chief Administrative Officer (CAO). The CAO is responsible and accountable to the Council of the municipality and responsibilities under the Municipal Act for the day-to-day management of the municipal operations. As the leader of the municipality's senior management team, the CAO is responsible for ensuring that Council's directives are implemented in an effective and efficient manner, establishing administrative practices and procedures, overseeing capital projects, budget administration, economic development 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.

The successful candidate will have a postsecondary education in Public Administration, Political Science, Business Administration or other related discipline with 10 – 15 years of progressive leadership experience in a growing organization. In addition, the candidate will have a business acumen and political savvy with an understanding of the importance of community diversity as well as the ability to communicate effectively on varying levels in and for a complex growing environment. It is important that this candidate have demonstrated management, communication, administrative and public relations skills to plan, oversee organizational activities and to provide effective leadership in a high profile municipal position including strong organization, human relations, networking, liaising with high levels of government, problem solving and decision making skills. A detailed job description including necessary qualifications and experience is available on our website.

Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to [jobs@lakeshore.ca](mailto:jobs@lakeshore.ca) no later than noon on April 6, 2019 clearly indicating Chief Administrative Officer in the subject line.

*Personal information is collected under the authority of the Personal Information Protection and Electronic Documents 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.*

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