



Chief Administrative Officer

The [Municipality of Central Elgin](#) was formed in 1998, through the amalgamation of the Township of Yarmouth with the Villages of Belmont and Port Stanley. Central Elgin is located in southwestern Ontario, in the heart of [Elgin County](#), with a population of nearly 15,000 people. Central Elgin, is a vibrant community located in Southwestern Ontario on the picturesque shores of Lake Erie and is in close proximity the City of St Thomas and the City of London. The community is made up of several unique neighborhoods, each offering its own unique charm and attractions.

Whether you're an adventure seeker looking to golf, hike, or enjoy a peaceful evening stroll on the beach, or a foodie interested in fine dining and local vineyards, Central Elgin has something for everyone. Our community is also home to a rich history and a thriving farming industry.

Of significant importance is the expected future growth in Central Elgin's commercial and industrial sector. Volkswagen has announced they will be building the world's largest electric-vehicle battery plant in the region, spurring additional investments, adding several more thousand jobs, and significant residential growth.

With a combined operational and capital budget of over \$47.5M and over 250 full and part-time employees, Central Elgin is committed to meeting the needs of residents and a thriving business community by delivering efficient and effective services.

Inspire our Future as our Chief Administrative Officer

As the ideal candidate you are an inspiring, principled, and collaborative executive leader with a proven track record of results and accomplishments with related municipal leadership experience. You have exceptional communication skills and the political acumen to interact with an engaged council, diverse stakeholders, foster the development of partnerships, and inspire our employees, while ensuring customer service excellence. Lastly, you will have an exceptional understanding of forward-thinking strategies as it relates managing growth, ensuring effective municipal operations in a fiscally accountable fashion and guiding our organization into the future, while retaining the small-town community charm of our urban centres.

Reporting to the Mayor and Council, the **Chief Administrative Officer** is responsible for the strategic leadership and efficient delivery of all the municipality's administrative and operational services. As the key advisor to Council, you have the vision to develop and implement operational plans and ensure the coordination of services which align to, and support our strategic priorities. You will recommend policies, plans, and programs that benefit our residents by being innovative, accountable and fiscally sound. You will work to enhance growth and development in the community, as well as ensure the effective utilization of resources through the priorities and guiding principles as identified by Council. Leading a talented team, you will inspire a dedicated workforce and help foster a workplace culture focused on service excellence, innovation and teamwork while positioning the Municipality of Central Elgin as an employer of choice.

How to Apply

To explore this opportunity please apply via email with a covering letter and resume by **March 12, 2024 or sooner** to careers@waterhousesearch.net quoting project **CE-CAO**.

Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Amy Oliveira at 416-214-9299 x4, email at amy@waterhousesearch.net or Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.net.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.