



Chief Administrative Officer



Located in Grey County, and serving a population of approximately 13,000, the Municipality of West Grey is a combination of rural, farm communities, friendly urban centres, and quaint villages. With our quintessential 'small-town Ontario' vibe, our calming, yet breathtaking scenery and recreation for every season, West Grey is a truly welcoming place to call home. Our combined operating and capital budget is over 29M and we have over 200 full and part-time employees. We operate three fire stations, manage two water systems, two active landfill sites, three library branches, several community centres, arenas, halls, and parks and maintain over 700 km of roads throughout our 876 sq.km geography.

The Municipality of West Grey recently approved its 2024-2026 strategic plan, describing it as a roadmap that lays out a clear vision, priorities and initiatives aimed at fostering a vibrant, connected and thriving community over the next three years.

Organized around three pillars - working together, building a better future, and promoting community - the plan provides a detailed and measurable framework, enhancing transparency and accountability. Infrastructure improvements, community building, and open communication stand out as key focus areas, underscoring the municipality's dedication to meeting the values and needs of its residents.

"This Strategic Plan reflects our collective commitment to meet the growth of the municipality going forward" said Mayor Kevin Eccles. "We have meticulously outlined goals and strategies that prioritize collaboration, responsible growth and community well-being." The mission of the plan is to provide exemplary services, manage infrastructure, champion diversity and share the unique stories of West Grey. The plan encourages creative thinking, exploring new ideas, embracing unique opportunities, and welcoming responsible solutions.

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 responsible 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 plan. 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 West Grey as an employer of choice.

How to Apply

To explore this opportunity please apply via email with a resume and covering letter by **May 14, 2024 or sooner** to careers@waterhousesearch.net quoting project **WG-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.