



# Chief Administrative Officer



The Township of Selwyn is the largest lower-tier municipality in the County of Peterborough. With a population of 18,653 and more than 8,000 households, Selwyn is a large, lively rural community that includes four distinct urban centres: Lakefield, Bridgenorth, Ennismore and Young's Point. Selwyn Township ranks high on the quality-of-life scale. With a broad economic base that includes technology, information services, healthcare, education, retail, finance, and agriculture, it is home to one of Peterborough County's most stable economies.

Unmatched for leisure activity and recreation options, the Township is home to several golf courses, elegant and rustic restaurants, luxurious hotels and resorts, bed and breakfasts, distinctive boutiques, cafes and galleries. The Township offers entertainment and recreation that caters to all ages – students, young professionals, families and retirees. The Township has a variety of options for enjoying the culture; a night out on the town or a fun-filled day of sports and recreation are just minutes away at one of the Kawartha Lakes. Many residents have lake homes and cottages that serve as peaceful getaways. Fishing, boating, water sports and winter sports are popular activities, as is putting your feet up and watching the spectacular sunset.

There are tangible reasons why Selwyn Township is considered a wonderful place to be, and include an overall low crime rate, clean air and water, a great mix of housing types, schools and medical facilities local to the broader community. In summary, Selwyn boasts a sense of community, a focus on families, solid values, and a genuine concern for others. The Township hums with activity and is known for being clean, safe, friendly, and not particularly stressful. In short, it's easy to live, play and work here.

With a combined operating and capital budget of approximately \$28M and close to 100 permanent and part-time staff, the [Township of Selwyn](#) is committed to meeting the needs of residents and the business community by delivering efficient and effective services. Due to the retirement of a long-serving and well-regarded CAO, Selwyn is looking for an inspiring leader to play a key role in implementing Council's vision for the future.

## Inspire our Future as our Chief Administrative Officer

As the ideal candidate, you are an inspiring, principled, and collaborative leader with a proven track record of results and accomplishments in an efficient and fiscally accountable fashion with related experience from either a public sector or private sector organization. You have exceptional communication skills and the political acumen to interact with an engaged council and diverse stakeholders; you foster the development of partnerships, develop our workforce and inspire our employees, while ensuring customer service excellence. Lastly, you have an exceptional understanding of forward-thinking strategies as it relates to managing responsible growth, ensuring effective municipal operations in a fiscally accountable fashion and guiding our organization into the future, while retaining our rural community charm.

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 will embrace our vision, mission and strategic priorities and develop and implement operational plans to 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 Selwyn as an employer of choice. We offer a competitive compensation of \$153,629 to \$186,909 plus pension, benefits, vacation, training and development, not to mention an opportunity to work with an engaged Council in a beautiful rural, lakeside community.

## How to Apply

To explore this opportunity please apply via email by **March 2<sup>nd</sup>** or sooner to [careers@waterhousesearch.net](mailto:careers@waterhousesearch.net) quoting project **TS-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, [amy@waterhousesearch.net](mailto:amy@waterhousesearch.net), or Jon Stungevicius at 416-214-9299 x1, [jon@waterhousesearch.net](mailto: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.