



The Municipality of
SOUTH DUNDAS

**Municipality of South Dundas
Employment Opportunity
Chief Administrative Officer (CAO)**

JOB DESCRIPTION

As the senior administrative leader within the Municipality of South Dundas, the Chief Administrative Officer (CAO) offers strategic advice and guidance to the Council, staff, and the public on best practices in governance and efficient administration.

The CAO is responsible for providing effective leadership to the Municipality's management and staff, overseeing the allocation of human, financial, and physical resources to ensure the successful achievement of Council's directives through operational and strategic efforts.

Key Competencies:

1. **Achieves Excellence:** Provides strategic leadership, effective governance, and builds a positive work culture while meeting municipal goals.
2. **Adapts to Change:** Focuses on solutions, demonstrates managerial courage, and achieves and maintains a high level of trust and confidence with both Council and staff.
3. **Adjusts to Ambiguity:** Manages change effectively by setting clear priorities, expectations, and metrics, and can guide/connect routine efforts to organizational strategic priorities.
4. **Aligns Interests:** Builds connections and alignment between Council and administration.
5. **Anticipates Situations:** is able to be decisive and act quickly to find effective solutions while continuing to achieving results.

Qualifications:

- University Degree in Commerce, Public Administration, or a related field.
- Minimum of ten (10) years of municipal experience.
- At least five (5) years in a senior management role.
- Proven ability to build effective relationships with staff, elected officials, boards, committees, and various stakeholders, often with competing interests.
- Exceptional communication, leadership, and interpersonal skills.
- High level of political and business acumen.



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The salary range for this position is \$138,036 – 169,779. A full job description is available on the Municipal website: <https://www.southdundas.com/municipal-centre/job-opportunities>

Interested applicants are invited to submit a cover letter and resume detailing their qualifications and work experience, marked confidential, no later than **8:00 a.m. on Monday, February 10, 2025**, to Kristen Sommers, Human Resources Manager at recruitment@sdgcounties.ca.

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact the Human Resources Manager 613-330-4689. Should you require any special accommodations to apply for a position or interview with the Municipality of South Dundas, we will endeavour to make such accommodations.