



Chief Administrative Officer

Located within the broader GTA, in southern Simcoe County, Bradford West Gwillimbury is a thriving municipality of 30,000 residents. Bradford is our main urban centre and our blend of rural and urban communities encompasses 200 square kilometres of rolling countryside and the well-known Holland Marsh.

As the senior official within the Town's administration, this position has overall responsibility for the leadership and general management of the Corporation and acts as key advisor and liaison to our 9-member Council. As CAO you will coordinate and oversee day-to-day municipal administration through a talented team of department heads, ensuring legislative compliance, sound stewardship and fiscal management of the Corporation. Key duties include recommending policy, service level, long-range/strategic and business plans; communicating and implementing Council decisions; representing the Town in its dealings with external organizations, and providing advice to the Mayor and Council on matters impacting our community. Our CAO will be visible in the workplace and inspire a positive workforce that takes pride in its responsiveness and service excellence. A champion of Council's programs and policies and an ambassador within the local and larger municipal community, you are a relationship builder and an enthusiastic promoter of our Town.

Our preferred candidate will have solid leadership experience that includes the municipal or broader public sector, and a successful track record working with elected officials, staff and unions. Your academic credentials reflect the executive nature of this position and are complemented by a thorough knowledge of municipal functions, governance structures, the legislative framework and contemporary issues facing local government in Ontario. You are knowledgeable of municipal and managerial best practices and know the benefits of optimizing technology. A strategic and critical thinker, you are politically astute, an effective problem-solver, and adept at building consensus and at change management. Your leadership approach is proactive, collaborative, and inspiring. Moving the Town forward and making a contribution are your primary motivators.

We invite you to explore our community and this exciting career opportunity. Interested qualified applicants are invited to forward their resume and covering letter in confidence, quoting File Number **2014-CA09** by 4:30 p.m. on **October 17th, 2014** to:

Town of Bradford West Gwillimbury, Human Resources Department,
100 Dissette St, Unit 4 Box 100, Bradford, Ontario L3Z 2A7
Fax: 905 775-8633 or email hr@townofbwg.com

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.