



The Township of West Lincoln is seeking a **Chief Administrative Officer**

The Township of West Lincoln is a picturesque and progressive municipality, located at the westerly end of the Niagara Peninsula within the Regional Municipality of Niagara. Our largest urban area, Smithville, is located halfway between the City of Hamilton and the City of St. Catharines. With a population of approximately 16,000, and a land area 387.02 sq.kms, West Lincoln is proud to have the largest geographical area in the Niagara Region! The Township of West Lincoln is a mix of a rural and urban setting in a unique local economy that blends residential, industrial, commercial and agricultural properties. Known as a thriving community that offers an excellent way of life, facilitates opportunities, and has a strong sense of community, the Township prides itself in providing responsive and friendly customer experiences.

The Township of West Lincoln is poised to experience an exponential future growth. We are projected to grow to 38,370 by 2051. We are preparing to support our vision for responsible natural growth and we are committed to our Strategic Goal guiding principles:

***Building a safe connected, caring and active community,
Championing strategic and responsible growth,
Enriching our strong agricultural legacy and
Advancing our organizational capacity and effectiveness***

The Township of West Lincoln is excited to accept applications from experienced leadership professionals as our **Chief Administrative Officer (CAO)**. If you are an inspirational individual that demonstrates executive leadership strengths, has a proven track record of results and a strong sense of political acuity, we would love to hear from you. Our CAO will have exceptional communication skills and dynamic visionary leadership strengths with strong strategic and long-term planning. You will ensure effective municipal operations in a fiscally accountable fashion and guide our organization into our bright future.

The CAO will approach this strategic role as a facilitator, a champion of change, a collaborator and a partnership builder. This position will act as an ambassador within the local, regional and broader community, representing the Township with other municipalities, external agencies and other levels of government. The CAO will have ability to evolve an organization's culture and operational practices to engage, inspire and build co-operative relationships with all stakeholders. The CAO will implement the vision of the Corporate Strategic Plan to ensure it aligns with the Township's values and goals, while ensuring the effective utilization of resources through the above guiding principles.

This key executive role requires a degree in a relevant professional discipline, accompanied by post graduate studies in business, government/public administration or discipline related to municipal operations. Additional requirements include: a minimum 10 years' experience in a multi-faceted, fast paced unionized environment. Superior knowledge of municipal and employer related legislation/regulations, municipal reporting processes, collective bargaining and an exceptional ability to deal diplomatically with all levels of management, staff, elected officials, and the public are considered key assets to this role.

This position will be supported primarily in office. The salary for this position, commensurate with experience and education is \$164,499.39 - \$201,748.33 (2024 salary range), plus a comprehensive benefits package. Interested candidates with the required qualifications are welcome to submit their resume and letter of interest by **4:30pm on Friday April 12, 2024** to:

CAO Recruitment Committee
Township of West Lincoln
Email: recruitment@westlincoln.ca
Please put 'CAO Recruitment' in the subject of the email

A detailed CAO Recruitment Job Description can be found on our website at:
www.westlincoln.ca/townshipoffice/jobs

We thank all applicants, however, only those selected for an interview will be contacted.

The Township of West Lincoln is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of West Lincoln's Human Resources Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection can be directed to the Human Resources Department.