



Chief Administrative Officer The District Municipality of Muskoka

Located just two hours north of Toronto, The District Municipality of Muskoka is where you will find some of Canada's most beautiful lakes, majestic forests, and stunning Canadian Shield cliffs. The District Municipality of Muskoka (District) was established by Provincial legislation and commenced operations on October 19, 1970. It covers an area of approximately 4800 square kilometres, containing over 650 lakes. Due to this, Muskoka has been Ontario's premiere summer vacation destination for many years and is known affectionately as "Cottage Country". Every summer, Muskoka's population more than doubles with the influx of residents and visitors, then recedes again when the seasons begin to change into fall and winter.

Muskoka is governed by a two-tier municipal system. The District forms the upper-tier, working closely with six lower-tier municipalities; Township of Muskoka Lakes, Township of Georgian Bay, Township of Lake of Bays, Town of Bracebridge, Town of Huntsville, and Town of Gravenhurst. Both levels collaborate and align services to achieve cost efficiencies and best serve residents and visitors to Muskoka.

The District is seeking a strategic and collaborative leader for the role of Chief Administrative Officer (CAO).

Reporting to the District Council, the CAO will support and facilitate the execution of Council decisions. The CAO leads a workforce of more than 625 employees and oversees an operating budget of \$175 million with an additional \$60 million in capital. Working to bring together the efforts of all departments – Finance and Corporate Services, Community and Planning Services, Human Resources, Health Services, Engineering and Public Works and Legislative Services – the CAO ensures the District achieves its strategic priorities and works collaboratively with the Area Municipalities. Fostering an engaged workforce with ample opportunities for development, providing excellence in customer service, and delivering projects on time and within budget are all central to the role.

A seasoned leader with experience leading in complex organizations, the ideal candidate is skilled in engaging a wide range of stakeholders and collaboratively working alongside others to transform service delivery and champion innovation. You are an effective communicator with a track record that showcases your commitment to and passion for service excellence and responsiveness. Using your strong leadership skills, you build integrated teams to deliver services that effectively address the strategic priorities set out by Council. Here is your opportunity to work together with Council through sound governance to manage the legacy of a healthy Muskoka by protecting the natural environment, driving a vibrant economy, and enhancing the inclusiveness of their caring community.

If you wish to be considered for this position, please submit your cover letter and resume in confidence to margaret.campbell@odgersberndtson.com or online at www.odgersberndtson.com/en/careers/16719 by August 12th 2020.

The District Municipality of Muskoka is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by both Odgers Berndtson and the District Municipality of Muskoka throughout the recruitment, selection and/or assessment process to applicants with disabilities.

