



The Corporation of  
The Township of Brock  
1 Cameron St. E., P.O. Box 10  
Cannington, ON L0E 1E0  
(705) 432-2355

## **Job Position: Chief Administrative Officer**

### **Full-Time**

**Salary: \$146,511 - \$171,443**

Hours: Monday-Friday – 8:30 am – 4:30 pm

Location: 1 Cameron St. E, Cannington, Ontario

The Township of Brock is located on the east shore of Lake Simcoe within the Region of Durham, approximately 1.5 hours northeast of Toronto. The municipality represents three distinct urban areas, numerous hamlets, and beautiful countryside. While agriculture is our largest employer, a full range of commercial and industrial businesses are located within the urban areas of Beaverton, Cannington and Sunderland with a population of just over 12,500. Brock Township's location on Lake Simcoe and the Trent-Severn Waterway make it a popular destination for tourists - both summer and winter. The Township of Brock is seeking an outstanding leader for the role of Chief Administrative Officer.

The Township and staff team have been in a state of renewal and transition over the past three years. These changes will continue for the foreseeable future and the CAO's mandate will be to bring internal stability, calm and cohesion to the organization. Demonstrated through effective communication, a high level of emotional intelligence and compassion, the CAO will apply best practices to ensure development, engagement and retention of our staff complement.

The CAO will enable their team of five (5) directors to manage in the ever-changing landscape while ensuring continuous improvement within the organization of both unionized and non-unionized employees.

In addition, the CAO will be expected to have exceptional communication skills and will be a consensus builder who enjoys working collaboratively with Council and staff to create a better Brock. A true leader who believes in the values of honesty and commitment is the candidate we hope to hire. Someone who works to support Council and Staff to build resiliency, trust and improve service delivery.

### **Our ideal candidate will have the following qualifications and skills:**

- Demonstrated progressive municipal experience and applicable knowledge of the management of a municipality. Or progressive experience and knowledge of the management at the Regional Government level in one of the core service areas offered at the municipal level.
- Solid understanding of municipal government processes such as budgeting, infrastructure, finance, planning, legislation and government relations.
- 3-5 years Municipal or Regional senior management experience at Directors level (minimum).
- Relevant education background that includes a University Degree in public administration, business administration, finance, or related program or equivalent. In addition to your degree, certification program(s) or professional accreditation(s) are considered an asset such as CMO, CPA, RPP, MBA, MPA, PMP or related designations.
- Strong interpersonal, supervisory, leadership, problem solving, organizational and management skills are required.

If this information is required in an accessible format,  
please contact the Township at 705-432-2355.



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This is a Full-Time, Permanent Position. The Township of Brock offers a competitive salary (\$146,551 to \$171,443) and a comprehensive benefit package, commensurate with experience and qualifications.

Interested applicants are invited to submit a covering letter and resume addressing how the outlined qualifications are met, marked confidential, by no later than **4:30 p.m. on Thursday, September 28, 2023** to:

[CAOrecruitment@brock.ca](mailto:CAOrecruitment@brock.ca)

Information package for position is available at: [www.townshipofbrock.ca/careers/](http://www.townshipofbrock.ca/careers/)

The Township of Brock is an equal opportunity organization committed to diversity and inclusion; we welcome applications from all qualified individuals, including persons with disabilities, racialized, Indigenous persons, persons of any gender identity and sexual orientation, and newcomers. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If you require accommodation at any time throughout the recruitment process, please contact **Human Resources** in advance at:

[hr@brock.ca](mailto:hr@brock.ca)

We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.

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