



Job Title:	Chief Administrative Officer (CAO)/Clerk
Last Revised:	September 18, 2025
Salary Range:	\$148,928 - 175,160.
Reports to:	Council

Purpose of the Position:

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO)/Clerk will be a proven leader with a demonstrated ability to embrace change and guide the municipality, as directed by Council. The CAO/Clerk's primary responsibility is to oversee and coordinate the day-to-day administration of the Township of North Glengarry, through its senior management team. The CAO/Clerk supports the Mayor and Council, in directing and developing public policy, ensuring that Council has timely, comprehensive, and relevant information to make well-informed decisions. The Township of North Glengarry is a distinctive and vibrant community, strategically located and known for its exceptional quality of life. Its charm lies in a harmonious blend of rural landscapes and small-town character, enriched by a strong commitment to preserving agricultural lands, natural resources, and its rich historical and cultural heritage. Supported by high-quality municipal services, North Glengarry offers an ideal environment for residents and businesses alike. The Township is seeking a CAO/Clerk who will work collaboratively with Council to build on this foundation and help shape a successful and sustainable future.

Candidates will demonstrate experience in the following five leadership areas:

1. **Drives Excellence** - Inspires and empowers staff through ongoing development and support, fostering a culture that consistently achieves high performance and results.
2. **Embraces Change** - Maintains a solution-oriented mindset, demonstrates leadership resilience, and builds strong trust and credibility with both Council and staff.
3. **Navigates Uncertainty** - Effectively manages evolving circumstances by establishing clear goals, expectations, and performance indicators, while aligning day-to-day efforts with strategic objectives.
4. **Fosters Alignment** - Cultivates strong connections and shared understanding between Council and administration to ensure cohesive decision-making and execution.
5. **Responds with Agility** - Demonstrates decisiveness and responsiveness in dynamic situations, consistently identifying effective solutions while maintaining focus on outcomes.

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.
- Bilingualism is considered an asset.

ACCESSIBILITY:

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 our office at 613-330-4689. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of North Glengarry, we will endeavour to make such accommodations.

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, October 20, 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.