



**Chief Administrative Officer**  
Township of Ramara

**Job Type**  
Executive Level

**Organization**  
Township of Ramara

### Profile of Municipality

The Township of Ramara is home to 8125 permanent residents and is situated in Central Ontario along the north-eastern shores of Lake Simcoe and Lake Couchiching on Highway 12.

Located in the heart of Cottage Country, Ramara offers a touch of urban lifestyle in beautiful rural surroundings. Miles of shoreline properties, clean water, public beaches, cottage rentals and summer resorts add tremendous value to this desirable location for work and play. Lagoon City, Bayshore Village and Trent-Severn Waterway are particularly popular attractions within the Township of Ramara.

Ramara has direct access to two international airports, schools, Georgian College, Lakehead University, hospitals and the famous Casino Rama. The City of Orillia — Stephen Leacock's "Mariposa" — is 20 minutes from Ramara and less than two hours from downtown Toronto and well-known attractions such as the Scotiabank Arena (Maple Leafs), the Toronto International Film Festival, Princess of Wales Theatre and the Toronto Islands.

### Job Description

The Chief Administrative Officer will lead 55 full-time staff, 12 part-time staff and manage an operational budget of \$20 million. The CAO will work closely with the Municipal Council — a council that is committed to innovation and a progressive approach to economic development while maintaining transparent and timely communication with ratepayers.

The ideal candidate will have a minimum of 5 years' senior level experience in municipal governance. A Degree in Business/Public Administration will be considered an asset. The following key leadership traits will play a critical role in succeeding as Ramara's new CAO:

- Exceptional interpersonal, communication and presentation skills with proven strength in building trusting, professional relationships with stakeholders at all levels inside and outside of the organization.
- An innovative leader with a proven ability to provide mentorship and coaching through listening, informing and delegating.
- Experience in operational leadership with the ability to identify inefficiencies and implement solutions to improve workflow processes and systems.
- Strong background in business, finance and municipal governance.
- Excellent problem-solving and analytical skills and demonstrated competence in exercising diplomacy and professionalism in vulnerable situations.
- Experience in taking a strategic approach when implementing work plans and tracking key performance indicators, metrics and measures to ensure success and accountability.
- Above average organizational and time-management skills with a proven commitment to quality assurance, accuracy and fiscal responsibility.
- Proven ability to work cohesively within a political environment while communicating with many stakeholders internally and within the community.

The salary range for this position is \$125,000-\$145,000 per year with a competitive benefits package. The ideal candidate will have a compelling blend of talent, proven skills and vision that will speak to our community and the goals of our Municipal Council. Short list interviews will be conducted November 20-22, 2018 and the successful candidate will be available to start by February 1, 2019. **Closing Date for Submissions: October 27, 2018**

\* Please submit your CV and Cover Letter by email to: [RamaraCAO@whitesellcompany.com](mailto:RamaraCAO@whitesellcompany.com)