



Chief Administrative Officer (CAO)

Job #: 20N-01

Location: District of Parry Sound (Town of Parry Sound)

The District of Parry Sound Social Services Administration Board is committed to the provision and promotion of services that assist individuals in attaining an optimum quality of life and that contribute to the well-being of our community.

The District of Parry Sound Social Services Administration Board (PSDSSAB) is seeking a **new Chief Administrative Officer (CAO)**. The CAO will be accountable to the Board and will lead a talented and motivated team to deliver the best of social services to the District of Parry Sound. With strong relationship building skills and creativity, the new CAO will oversee integrated human service system management and quality of social service programs and services in our community. The Parry Sound DSSAB is an active member of NOSDA, the Northern Ontario Service Deliverers Association which is the voice for human services in Northern Ontario. The CAO, together with the other 10 DSSABs in the North, collaborate and lead the strategic direction for advocacy, policy and innovative solutions for Northern Ontario service system management.

The District of Parry Sound Social Services Administration Board is located in the beautiful 30,000 Islands Georgian Bay cottage country. The District, with a population approaching 45,000, is comprised of many smaller communities each with its own unique attributes and challenges. With our head office location in the Town of Parry Sound, approximately two hours north of Toronto, a career with the PSDSSAB is an opportunity to make a positive difference in the community, while enjoying life on Georgian Bay and surrounding lakes and natural habitat.

Responsibilities and Qualifications

The CAO will shape the PSDSSAB's future by championing our vision, mission and values, while fostering a respectful workplace culture built on honesty and integrity where our employees and the individuals we support are treated with dignity and respect. The CAO is responsible for providing assertive and positive leadership to the organization while directing, mentoring and supporting the Senior Management Team and staff in a way that empowers them in achieving their goals. By learning about our programs and communities, the CAO assists in solving complex problems and confidently making sound decisions, also providing timely information and constructive recommendations to the Board to align the delivery of services with the PSDSSAB's strategic priorities, goals and objectives. The CAO possesses a strong knowledge of finance, including the development and implementation of capital and operational budgets and plans. Adeptness in program administration and human resources is essential. Solid communication and interactive abilities, as well as public and labour relations skills are crucial to develop positive

relationships and engage internal and external stakeholders. The candidate will demonstrate an understanding of municipal administration, provincial legislation and Ministry accountability. The CAO is innovative, is a high-level thinker, and possesses effective planning skills, in addition to project management abilities for sustaining and developing an organizational climate that promotes quality client oriented services.

Additional Competencies and Experience

Successful completion of post-secondary education in Social Policy, Public Administration, Business Administration or equivalent post graduate qualifications.

Significant knowledge of Social Services legislation and policies related to the delivery of social service programs, particularly the Ontario Works Act, Child Care and Early Years Act, Housing Services Act, DSSAB Act and other related legislation.

Minimum of 10 years' experience in senior management with knowledge in the administration of Municipal Social Services or related government services.

Proven financial and human resource management skills, particularly in strategic planning, change management, budgeting, funding, and resource analysis.

Experience in establishing and maintaining effective working relations with Municipal Boards, private and public officials, community leaders and the general public.

Access to the use of a vehicle for travel.

Excellent presentation, verbal and written communication skills.

Ability to implement and use information technology.

The 2020 salary line for this position is \$124,386 - \$167,301 with enrollment in the OMERS pension plan and comprehensive health benefits. Remuneration and vacation entitlement will align with qualifications and experience.

**Please submit cover letter & resume referencing Job ID #20N-01, by 4:30 pm,
February 28, 2020.**

**Attn: Lisa Moore, CHRL
Director of Human Resources
1 Beechwood Drive, 2nd Floor
Parry Sound, ON P2A 1J2
Fax (705) 751-5370 Email: jobs@psdssab.org**

We thank all applicants for their interest in this position, however only those receiving an interview will be contacted.
Upon request by the applicant, accommodation will be provided in all parts of the hiring process.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.