

Chief Administrative Officer (CAO)

Position Summary

Reporting directly to Mayor and Council, the Chief Administrative Officer (CAO) is the senior administrative official of the City of Elliot Lake and is responsible for providing leadership, strategic direction, and effective oversight of all municipal operations, programs, and services.

The CAO serves as Council's principal advisor, ensuring the efficient implementation of Council decisions and the achievement of corporate goals and strategic priorities. This role oversees all departments, leads corporate planning and continuous improvement initiatives, ensures legislative compliance, and fosters a high-performance organizational culture focused on accountability, transparency, and service excellence.

The CAO works collaboratively with Council, staff, community partners, and external agencies, while ensuring the responsible management of municipal resources, strong financial stewardship, and effective long-term planning for the community.

Key Responsibilities

- Provide strategic leadership and operational oversight for all municipal departments and services.
- Advise and support Council on policy development, by-laws, municipal operations, public services, and long-term planning.
- Develop and implement the annual operating and capital budgets; monitor financial performance and ensure fiscal sustainability.
- Lead human resources management including recruitment, retention, performance management, staff development, and labour-management relations.
- Foster a culture of efficiency, transparency, and strong customer service — ensuring the municipality delivers cost-effective, high-quality services and meets its obligations under applicable legislation.
- Maintain strong community and stakeholder relations, including engagement with residents, local businesses, external partners, and neighbouring municipalities.
- Ensure compliance with legislation, municipal by-laws, and policies; oversee municipal records, reporting, and governance processes (Council meetings, minutes, by-law updates).
- Promote continuous improvement, innovation, and sustainable development to meet evolving community needs and strategic objectives.

Qualifications & Skills

- Post-secondary degree in Public Administration, Business Administration, or related field. A master's degree (e.g., MPA, MBA) is considered an asset.
- Minimum of 10+ years of senior municipal or public-sector leadership and management experience — preferably including experience as CAO, City Manager, or equivalent.

- Demonstrated knowledge of municipal legislation, governance, budgeting, and public administration.
- Strong leadership, strategic planning, financial management, and human resources skills.
- Excellent communication, negotiation, and stakeholder-management abilities — able to build trust with Council, staff, residents, and partners.
- Capability to guide organizational change, promote efficiency, and oversee complex municipal programs.
- High personal integrity, transparency, and commitment to public service values.

What We Offer

- Competitive salary
- Comprehensive benefits package
- Leadership role with significant influence on municipal direction and community wellbeing
- Opportunity to shape and implement long-term strategies in a dynamic, growing municipality
- Supportive work environment, committed Council and staff, and a community-focused public service culture

How to Apply

If you have a strong record of municipal leadership, a strategic mindset, and a commitment to public service, we encourage you to apply. Please submit your résumé and a cover letter outlining your relevant experience, leadership philosophy, and why you believe you are the right fit for Elliot Lake CAO to: haltukmachy@elliottlake.ca

This posting will remain active until filled; however, the search committee will begin to review resumes July 31, 2026.

The City of Elliot Lake thanks all applicants for their interest; only candidates selected for further consideration will be contacted.

The City of Elliot Lake is an equal opportunity employer committed to equity, diversity, and inclusion. Accommodation is available upon request at any stage of the recruitment process.