North Middlesex

"A Thriving, Progressive Community"

Join our team as a:

Chief Administrative Officer

(Permanent, Full-time)

Located in Southwestern Ontario, the Municipality of North Middlesex serves a population of 6,700. Being conveniently positioned along main routes from more urbanized areas (20-minute drive to London and under one hour to Sarnia) to key travel, recreation, and tourism destinations (just minutes from Lake Huron and the Pinery Provincial Park). North Middlesex offers a close-knit, friendly and safe community, offering a great place to live, work and play. Having a history that is firmly rooted in agriculture and farming, our mission is to lead, live and invest in a dynamic, inclusive community.

North Middlesex is known for its diversified, export-focused agricultural sector; two vibrant downtown commercial centres underpinned by small business and entrepreneurship; and ongoing residential and employment growth supporting an increase in population and economic opportunity.

Position Summary

Reporting to Council, the Chief Administrative Officer (CAO) will provide effective advice and support to the Mayor and Council in maintaining the efficient and effective management of the Municipality of North Middlesex. The CAO will provide effective advice and support to the Mayor and Council in developing and implementing policies and strategies that address the needs of the Municipality of North Middlesex as per the *Municipal Act*. Authority from Council, its by-laws, resolutions, management practices, strategic plans and other expressions of corporate resolve. Ensures compliance with all relevant legislation.

What You Will Bring

The ideal candidate will have a university degree in Business, Public Administration or relevant discipline, and a minimum of five (5) years of experience working in a municipal government environment, or equivalent private-sector experience.

With a strong knowledge of legislation and policy as they relate to municipal government, you will bring a comprehensive understanding of the regulatory framework that guides municipal operations and decision-making, along with proven success developing and implementing strategic and operational business plans. As the ideal candidate, you will bring excellent interpersonal, leadership, administrative, conflict resolution, time management and analytical skills, fostering collaboration, communication, teamwork, and a demonstrated commitment to the empowerment, development and mentoring of staff. As a strategic, trusted and innovative leader with a proven ability to champion and successfully implement change, you will bring a proven ability to translate vision and strategy into tangible results and outcomes, alongside demonstrated municipal financial, human resources and administration experience.

Additional details and a full job description are available at www.northmiddlesex.on.ca

What We Offer

North Middlesex provides competitive compensation, complete with comprehensive health and dental benefits, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan.

The compensation for this position is $161,408.00 to $188,843.00 annually (40 hours per week).

How to Apply

Interested candidates are invited to submit their cover letter and resume electronically by **4:30 p.m.** on **Monday, November 30, 2026,** to **careers@middlesex.ca**

About This Recruitment:

We are currently hiring a candidate for an existing vacancy.

North Middlesex does not use artificial intelligence to screen, assess or select candidates.

We thank all applicants, however, only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.

The Municipality of North Middlesex is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodation is available throughout the recruitment process, upon request, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). If you are contacted for an interview, please advise of any accommodation needs that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.