



Township of North Kawartha
 280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
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www.northkawartha.ca

Job Description

Position: Deputy Chief Administrative Officer (DCAO)	Reports to: Chief Administrative Officer (CAO)	Department: Office of the CAO
Hours of Work: 40 Hours, Per Week		Position Status: Full Time, Permanent (FTP)
Creation Date: Nov. 7, 2025	Approval Date: Nov. 7, 2025	Last Revised:

Purpose:

Reporting to the Chief Administrative Officer (CAO), the Deputy Chief Administrative Officer (DCAO) is responsible for assisting the CAO in the overall leadership, direction, administration and operation of the Township and providing leadership, strategic advice, and operational support to the CAO, Council, and municipal Department Managers and is part of the Senior Leadership Team. This position ensures effective coordination across departments, supports the implementation of policies and programs, is responsible for development, implementation and reporting of the Township's Strategic and other plans and reviews. This position has no direct reports, unless assigned by the CAO and Council. The DCAO acts on behalf of the CAO as required.

Responsibilities:

1. Assist the CAO in performing statutory duties and responsibilities imposed by applicable statutes, regulations, and Township by-laws as well as managing the daily affairs of the Township.
2. Support the planning, development, implementation, and monitoring of Township policies, procedures, and programs in accordance with Council direction.
3. Serve as project manager of assigned initiatives and undertakings.
4. Provide operational leadership and oversight to municipal departments to ensure efficient service delivery and compliance with legislation.
5. Act as the CAO's delegate when required, including attending Council and committee meetings, representing the Township externally, and making decisions within delegated authority.

6. Assist in the preparation, presentation, and monitoring of the annual operating and capital budgets in collaboration with the Treasurer and Department Managers.
7. Support strategic planning initiatives, including the development, execution and monitoring of corporate objectives, a management action list, performance indicators, and service delivery and organizational reviews.
8. Coordinate, supervise, and provide guidance to senior staff, ensuring effective team performance and fostering professional development.
9. Provide advice and assistance to the CAO, Council and staff on municipal governance, operations, policy interpretation, and organizational management.
10. Assist in ensuring compliance with relevant legislation, including the Municipal Act, Employment Standards Act, Municipal Freedom of Information and Protection of Privacy Act, and other applicable regulations.
11. Support the development and implementation of corporate projects, including asset management, service delivery improvements, corporate process improvement initiatives and other transformational initiatives.
12. Provide policy guidance while fostering a cooperative working relationship between service areas, community groups, inter-governmental agencies and staff.
13. Enhance communications within the Township and with external stakeholders to ensure transparency, engagement, and responsiveness.
14. Promote a diverse and inclusive work environment.
15. Assist the CAO with human resources functions, including recruitment, performance management, training, corrective action, and confidential maintenance of employee files.
16. Provide leadership in risk management, emergency preparedness, and occupational health and safety initiatives.
17. Participate as a member of the Municipal Control Group in the Township's Emergency Response Plan.
18. Support Council and departmental decision-making by providing research, analysis, and operational recommendations.
19. Other duties as assigned by the CAO or Council.

Supervision:

This position has no direct reports, unless assigned by the CAO and Council.

Working Relationships:**Internal:**

- Mayor and Council
- Municipal Staff
- Department Managers and colleagues
- Internal committees and boards

External:

- General Public
- Municipal Government
- Solicitors
- Provincial and Federal Agencies
- Municipal Auditors
- Lawyers
- Canada Revenue Agency
- Banking Institutions
- MPAC

Skills and Competencies:

- Strong oral and written communication skills
- Self-directed with ability to work independently
- Excellent analytical and problem-solving skills
- Critical thinking and strategic planning capabilities
- Strategic thinking
- Strong organizational and time management abilities
- Political acuity and sound judgment
- Ability to prioritize tasks and manage competing priorities
- Strong decision-making and leadership skills
- Ability to work collaboratively in a team environment
- Excellent public relations and customer service skills
- High-level computer literacy, including proficiency in Microsoft 365 and other municipal software

Knowledge, Training and Qualifications:

- Post-secondary education in Public Administration, Business Administration, or related field; a Master's degree or accredited municipal management designation is an asset
- Extensive senior leadership experience in municipal government or a complex public sector organization (typically 7–10 years)
- Strong knowledge of municipal governance, relevant legislation, policies, procedures, and service delivery standards
- Prior experience with strategic planning, operational management, and project oversight
- Familiarity with municipal finance, budgeting, and human resources practices
- Experience with municipal software and systems (e.g., financial management, records management, Microsoft 365)

Scope:

- a) Financial – Responsible for all financial systems including policies, practices, operations and reporting functions.
- b) Operational – Executive responsibility for assessing, planning, implementing, monitoring and evaluating all programs and services offered by the municipality.

Working Conditions:

Typical climate-controlled office environment. Work activities require visual and mental concentration for intermediate durations of time. Standard office hours, Monday through Friday. Occasional lifting and carrying of items weighing less than 30 lbs (i.e. office supplies).

Please note: The above statement reflects the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational, resident or operational requirements.

Reviewed by:

Employee

Date

Chief Administrative Officer

Date

Mayor on behalf of Council

Date