



**Township of North Kawartha**  
280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0  
Tel: (705) 656-4445 | 1 (800) 755-6931 | Fax: (705) 656-4446  
[www.northkawartha.ca](http://www.northkawartha.ca)

## **Job Posting: Deputy Chief Administrative Officer (Deputy CAO)**

### **Township of North Kawartha**

**Position Type:** Full-Time, Permanent

**Hours:** 40 hours per week

**Salary:** \$102,253 to \$122,138 (2025 salary grid)

**Department:** Office of the CAO

**Reports To:** Chief Administrative Officer (CAO)

### **About the Opportunity**

The Township of North Kawartha is seeking an experienced and dynamic **Deputy Chief Administrative Officer (Deputy CAO)** to join our Senior Leadership Team. Reporting directly to the CAO, the Deputy CAO plays a key role in supporting the overall leadership, administration, and operations of the Township.

This is an excellent opportunity for a strategic thinker and collaborative municipal leader who is committed to organizational excellence, service delivery improvements, and effective local government.

### **Position Summary**

The Deputy CAO provides strategic advice and operational support to the CAO, Council, and Department Managers, ensuring coordinated and effective municipal operations. This role supports the implementation of Council direction, leads corporate initiatives, contributes to strategic and organizational planning, and may act on behalf of the CAO when required.

The successful candidate will promote collaboration, continuous improvement, legislative compliance, and a positive, inclusive workplace culture.

### **Key Responsibilities**

- Assist the CAO in fulfilling statutory duties and managing day-to-day municipal operations.

- Support the development, implementation, and evaluation of municipal policies, programmes, and procedures.
- Lead and manage assigned corporate projects and strategic initiatives.
- Provide operational leadership to municipal departments to ensure efficient service delivery and legislative compliance.
- Act as the CAO's delegate when required, including attending Council and committee meetings and representing the Township externally.
- Assist in preparing, presenting, and monitoring operating and capital budgets in collaboration with the Treasurer and Department Managers.
- Support corporate strategic planning, performance measurement, and service delivery reviews.
- Provide guidance and coordination to senior municipal staff.
- Advise the CAO, Council, and staff on governance, operations, policy interpretation, and organizational management.
- Ensure compliance with relevant legislation, including the Municipal Act, Employment Standards Act, and Municipal Freedom of Information and Protection of Privacy Act.
- Support corporate initiatives such as asset management, service delivery improvements, and process enhancement projects.
- Foster effective internal and external communication and stakeholder engagement.
- Promote diversity, equity, and inclusion within the workplace.
- Assist with human resources functions including recruitment, performance management, training, and employee relations.
- Provide leadership in risk management, emergency preparedness, and occupational health and safety.
- Participate as a member of the Municipal Control Group under the Township's Emergency Response Plan.
- Conduct research and analysis to support informed decision-making.
- Perform additional duties as assigned by the CAO or Council.

## **Qualifications**

- Post-secondary education in Public Administration, Business Administration, or a related field; a Master's degree or municipal management designation is considered an asset.
- 7–10 years of progressive senior leadership experience in municipal government or a comparable public-sector environment.
- Strong knowledge of municipal governance, legislation, and service delivery standards.
- Experience in strategic planning, operational management, and project oversight.
- Knowledge of municipal finance, budgeting, and human resources practices.

- Proficiency with Microsoft 365 and municipal software systems (financial management, records management, etc.).

### **Skills and Competencies**

- Excellent oral and written communication skills
- Strong analytical, problem-solving, and critical-thinking abilities
- Political acuity and sound judgement
- Exceptional organizational and time management skills
- Ability to manage competing priorities in a fast-paced environment
- Strong leadership abilities and a collaborative approach
- High-level public relations and customer service skills
- Self-directed and able to work independently
- Proficiency in digital tools and modern workplace technologies

### **Working Conditions**

This role operates in a standard office environment with periods of detailed concentration and occasional light physical activity, including lifting items up to 30 lbs. Regular hours are Monday through Friday, with occasional meetings or events outside normal hours.

### **How to Apply**

Complete job description is available at [www.northkawartha.ca/employment](http://www.northkawartha.ca/employment)

Applications can be submitted by e-mail to [employment@northkawartha.ca](mailto:employment@northkawartha.ca) .

Alternatively, they can be dropped off or mailed to:

Alana Solman, CAO  
Township of North Kawartha  
P.O. Box 550, 280 Burleigh Street  
Apsley, ON K0L 1A0

**Applicant submission deadline is midnight on Monday, January 12, 2026.**

### **Join Our Team**

If you are a forward-thinking municipal leader who values collaboration, strategic innovation, and community service, we encourage you to apply and bring your expertise to the Township of North Kawartha.