



## Career Opportunity – Chief Administrative Officer / Deputy Clerk

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### **Township of Algonquin Highlands**

**Location:** Haliburton County

**Salary Range:** \$152,498 - 171,681.

**Closing Date:** June 29, 2026, 3 p.m. EST

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### **Township of Algonquin Highlands, Ontario**

The Township of Algonquin Highlands is seeking an experienced, collaborative, and community-focused leader to serve as its next Chief Administrative Officer (CAO) / Deputy Clerk.

Located in the heart of Ontario's cottage country, Algonquin Highlands is a vibrant and growing municipality known for its exceptional natural environment, strong sense of community, entrepreneurial spirit, and outstanding quality of life.

Reporting directly to Mayor and Council, the CAO is responsible for leading the municipality's administrative operations, providing strategic advice to Council, overseeing financial and organizational management, and ensuring the effective delivery of municipal services.

#### **Key Responsibilities**

- Provide strategic leadership and advice to Council on municipal operations, governance, policy, financial planning, and organizational effectiveness
- Lead and support the Township's senior management team and organizational culture
- Ensure effective implementation of Council priorities and strategic initiatives
- Oversee budgeting, financial planning, procurement, and long-term asset management
- Foster positive working relationships with residents, businesses, community groups, County of Haliburton, neighbouring municipalities, and provincial agencies
- Ensure compliance with municipal legislation, policies, and governance best practices

### **The Ideal Candidate**

- Progressive senior municipal leadership experience
- Strong understanding of Ontario municipal governance and legislation
- Excellent financial, organizational, and strategic planning skills
- Strong communication and relationship-building abilities
- Political acuity and commitment to public service excellence

A degree in Public or Business Administration or a related discipline is preferred. AMCTO and/or CMO accreditation would be considered an asset.

### **Benefits**

Algonquin Highlands offers a competitive salary, compressed workweek, excellent benefits package, Health and Wellness opportunities and enrollment in the OMERS Pension Plan.

### **Application Information**

Qualified candidates are invited to submit a cover letter and resume by **3:00 p.m. Friday, June 29, 2026**

to:

**Jim Pine**

**[Jimpineconsulting@gmail.com](mailto:Jimpineconsulting@gmail.com)**

The Township of Algonquin Highlands is an equal opportunity employer. Accommodation is available throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

**Join a dedicated team that strives to make us the best place to live, work and play.**