



Chief Administrative Officer

The [Township of Severn](#) is located just 90 minutes north of the Greater Toronto Area and easily accessed from major highways 400, 11 and 12. Nestled in the northern corner of Simcoe County and considered a gateway to the Canadian Shield, Severn is home to a collection of welcoming rural communities, including Coldwater, Fesserton, Marchmont, Port Severn, Washago, and Westshore. With its natural beauty, historic charm and strong sense of community, Severn is a place more than 15,000 permanent residents call home. The Township also welcomes a significant seasonal each year from spring through fall.

Severn's vision is to be a healthy and vibrant community of communities that provides a high quality of life for all residents. The Township is committed to measured development, agriculture, tourism, and responsive service delivery, while preserving its rural traditions, heritage, and natural environment and supporting a connected and active community.

With a combined operating and capital budget of over \$35M and 95 permanent, part-time and seasonal staff, and 70 Volunteer Firefighters, the [Township of Severn](#) delivers a broad range of municipal services to residents, businesses and visitors. With the upcoming retirement of its well-regarded CAO, Severn is seeking an inspiring and collaborative leader to help guide the organization forward and play a key role in advancing Council's vision for the future.

Inspire our Future as our Chief Administrative Officer

As the ideal candidate, you are an inspiring, principled, collaborative and growth-focused leader with a proven track record of results and accomplishments. You bring related leadership experience from either the public sector or private sector and have demonstrated an ability to deliver results in an efficient and fiscally accountable manner. You have exceptional communication skills and the political acumen to work effectively with an engaged Council and diverse stakeholders. You foster strong partnerships, support the development of our workforce and inspire employees while ensuring a continued focus on customer service excellence. You also have an exceptional understanding of forward-thinking strategies for managing responsible growth, supporting effective municipal operations and guiding an organization into the future while retaining the rural and small urban community charm that makes Severn unique.

Reporting to the Mayor and Council, the **Chief Administrative Officer** is responsible for the strategic leadership and efficient delivery of all the municipal administrative and operational services. As Council's key advisor, you will embrace our vision, mission and strategic priorities and develop and implement operational plans to ensure municipal services are coordinated and aligned with those priorities. You will recommend policies, plans, and programs that benefit our residents by being

innovative, accountable and fiscally responsible. You will support growth and development within the community and will ensure resources are used effectively in accordance with the priorities and principles established by Council.

Leading a talented team, you will inspire a dedicated workforce and help foster a workplace culture focused on service excellence, innovation and teamwork while positioning the [Township of Severn](#) as an employer of choice.

The Township offers competitive compensation of \$191,000.00 to \$224,000.00, plus pension, benefits, vacation, professional development, along with the opportunity to work with an engaged Council and talented team in a beautiful community.

How to Apply

To explore this opportunity please apply via email with your covering letter and resume by October 28, 2026, to careers@waterhousesearch.net, quoting project TS-CAO. Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Amy Oliveira at 416-214-9299 x4, amy@waterhousesearch.net or Jon Stungevicius at 416-214-9233, jon@waterhousesearch.net.

We appreciate all applications, however, only those candidates invited for an interview will be acknowledged. Personal information contained in your resume is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used strictly for employment assessment purposes. The Township of Severn is an equal opportunity employer committed to diversity in the workplace.