

EMPLOYMENT OPPORTUNITY



Renfrew
INC. 1858 Bridging Charm and Convenience

Chief Administrative Officer (CAO)

The Town of Renfrew, situated along the Bonnechere River in the heart of the Ottawa Valley, both embraces its rich history, and is committed to progress. Less than an hour from the amenities of the Nation's Capital, the Town offers exceptional educational opportunities, affordable residential prices and a low crime rate coupled with a strong agriculture tradition and presence to satisfy every interest and provide personal growth opportunities for all.

As the ideal candidate you are an inspiring, principled, and collaborative executive leader with a proven track record of results and accomplishments with related leadership experience. You have exceptional communication skills and the political acumen to interact with an engaged council, diverse stakeholders, foster the development of partnerships, and inspire our employees, while ensuring customer service excellence. Lastly, you will have an exceptional understanding of forward-thinking strategies as it relates to managing growth, ensuring effective municipal operations in a fiscally accountable fashion and guiding the organization into the future, while retaining our town community charm.

Reporting to the Mayor, the Chief Administrative Officer is responsible for the strategic leadership and efficient delivery of all the municipality's administrative and operational services. As the key advisor to the Mayor and Council, you will embrace our strategic plan and have the vision to develop and implement operational plans and ensure the coordination of services which align to and support our strategic priorities. You will recommend policies, plans, and programs that benefit our residents by being innovative, accountable, and fiscally sound. You will work to enhance growth and development in the community, as well as ensure the effective utilization of resources through the priorities and guiding principles as identified 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 Town of Renfrew as an employer of choice

Qualifications

- Post-secondary education in Public Administration, Business, Political Science, Law, Business, Planning, or an equivalent combination of education and experience (Master's degree preferred).
- CMO designation is considered an asset.
- Minimum seven to ten years progressive managerial and municipal experience.
- Clean criminal record check.
- Valid G-Class Driver's Licence.

The Town of Renfrew offers a competitive salary range \$152,334 - \$179,215 per annum, along with a comprehensive benefits and pension package.

**Qualified applicants are invited to submit their resume, stating “ Town of Renfrew Chief Administrative Officer”,
by 4:00 p.m., Monday, June 8, 2026, to:**

Human Resources, County of Renfrew
9 International Drive, Pembroke, ON K8A 6W5
EMAIL: hrinfo@countyofrenfrew.on.ca (in MS Word or pdf format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.