



Chief Administrative Officer

Located immediately east of the Greater Toronto Area, nestled on Lake Ontario, is the vibrant and prosperous, City of Pickering. An estimated population of 94,000 citizens are proud to call this welcoming, safe and happy community – Home.

Affordable housing, an award-winning public library, high quality education, healthcare, community festivals and events, a dazzling waterfront and hiking trails are some of the reasons that make up the unprecedented quality of life enjoyed by the residents of Pickering.

The City is in the midst of a transformation from a suburban community to a sustainable City and is projected to double its population and surge to 68,000 jobs by 2031. The enviable economy of the City is driven by its advantageous location, an educated and skilled labour force, exceptional infrastructure for business and a supportive municipal government. Pickering has the highest diversity rate in Durham and continues to attract residents and businesses from all over the world. Filled with opportunity, captivating with natural beauty and small-town charm, alongside an emerging new downtown, the City of Pickering has something for everyone!

The Role;

Reporting to the Mayor and City Council as Chief Administrative Officer (CAO) you are the top executive at the City and are responsible to provide strategic vision, leadership and guidance on the overall management and direction of the municipality.

You lead by example as you seek to engage our employees who are truly the heart, soul and future of our corporation. You are guided by our core values and corporate priorities which fuel an inclusive workplace culture, encourages teamwork and inspires service excellence.

You are consultative in your approach to providing advice and decision support to the Mayor and Council in developing and executing strategies, policies that address current and future needs of the City and in the delivery of responsive services to the citizens and businesses of Pickering.

As CAO, you champion the importance of community engagement, inclusiveness and sustainability and are experienced in moving from ideation to results in a collaborative and principled manner.

Our ideal candidate for Chief Administrative Officer has a university degree, over 12 years of experience (with seven at the executive level) and a deep understanding of Public Sector administration, municipal finance and governance. As a successful senior executive, you are a proven consensus-builder with the ability to influence a diverse group of stakeholders. You have implemented strategic plans, large complex initiatives and created opportunities for economic prosperity. You are an innovation advocate with a passion to collaborate, engage and embrace new ideas to securely enable efficient operations of citizen services.

This is your opportunity to lead the dynamic City of Pickering – One Team. One Vision. Infinite Possibilities.

To explore this opportunity further, please submit your resume and related information online to Kartik Kumar Legacy Executive Search Partners at pickeringcao@lesp.ca by Friday, November 27th, 2020.

We sincerely thank all candidates for their interest; however, only those selected for an interview will be contacted.

The City of Pickering is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act (2005), upon request, accommodation will be provided by both Legacy Executive Search Partners and the City of Pickering throughout the recruitment, selection and/or assessment process to applicants with disabilities.