



## The Township of Chisholm

### Chief Administrative Officer (CAO)/ Clerk-Treasurer

The Township has a population of 1,200 and is located 30 minutes South East of the City of North Bay and 3 ½ hours north of Toronto. Chisholm boasts the natural beauty of Wistawasing (Wasi) Lake, is in close proximity to Algonquin Provincial Park, ATV and snowmobile trails, parks and recreational areas and has an abundance of farmland. It has everything for the outdoors enthusiast: camping, fishing, hunting, cross-country skiing, snowmobiling, hiking and golfing.

The Township of Chisholm is currently looking to fill the position of CAO/Clerk-Treasurer. The CAO/Clerk-Treasurer is an integral advisor to Mayor and Council in supporting the development and implementation of strategic objectives and policies in the interest of a sustainable community. In addition the CAO/Clerk-Treasurer builds strong working relationships with stakeholders and provides leadership and mentorship to staff by fostering a culture of excellence throughout the organization.

The ideal candidate will have a minimum of five years of experience in municipal government administration including economic development, and asset management, and must be able to demonstrate strong leadership skills, preferably in a unionized environment. A College diploma or University degree in business administration, finance or accounting as well as an Association of Municipal Clerks and Treasurers designation are required, or an equivalent combination of education and work experience. Strong verbal and written communication skills are a must. Experience with municipal public works is preferred. Proficiency in both official languages is an asset.

Accountabilities include but are not limited to:

- Effectively and efficiently leads all Township Administration staff and functions and ensures the efficient and effective delivery of the Township's public works services

- Acts as advisor to Council and the Committees of the Township

- Ensures the efficient, economical and effective organization and administration of Council, all departments, boards and committees as determined by the by-laws of the municipality

- Implements, administers and evaluates the objectives, policies and programs that are determined by Council and the short- and long-range operating plans and strategies for the Township

- Effectively manages and leads human resources management and labour relations activities

- Ensures that the Township operations are compliant with all legislation

Job Type: Permanent Full-time Hours: 37.5 per week, plus meetings as required.

Compensation Package: Commensurate with experience and qualifications, competitive benefits package

Complete job description available upon request.

Please submit a covering letter and resume clearly outlining how you meet the qualifications of this position, and why you want to work for us, by September 21, 2018 at 4:00 p.m. to the attention of:

Mayor Leo Jobin,  
Corporation of the Township of Chisholm  
2847 Chiswick Line,  
Powassan, Ontario, P0H 1Z0  
info@chisholm.ca  
Fax: 705-724-5099 or e-mail to info@chisholm.ca