



The Township of Chisholm
Chief Administrative Officer
(CAO)/ Clerk-Treasurer

“Where the quality of life is created by the natural environment”

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, close proximity to Algonquin Provincial Park, endless ATV and snowmobile trails, two modern parks and recreational areas and an abundance of farmland. It has everything for the outdoors enthusiast: camping, fishing, hunting, cross-country skiing, snowmobiling, hiking and golfing – all within a naturally beautiful and comfortable country setting and only a short trip away from the city. The township has a population of 1,200, family spirit, and numerous community services ideal for raising a young family.

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 to supporting Council, 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, asset management and change management practices. Due to its managerial nature the ideal candidate must be able to demonstrate their 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.

Accountabilities include but are not limited to:

As the most senior management position, acts as the link between Council and staff of the Township

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 bylaws of the municipality

Implements, administers and evaluates the objectives, policies and programs that are determined by Council

Implements the short- and long-range operating plans and strategies for the Township

The efficient and effective operation of the affairs of the Township

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

Effectively manages and leads human resources management and labour relations activities

Develops the appropriate operational systems and procedures for supporting the decision making process

Through systems development, monitoring and evaluation, ensures that the Township is compliant with all legislation that impacts on the operations of the Township

Proficiency in both official languages is an asset.

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

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

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 August 17, 2018 by 4:00 p.m. to the attention of:

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