



Chief Administrative Officer

Posting Date: January 15, 2019 to February 15, 2019

Work Location: Municipal Office Odessa ON

Reports to: Township Council

Salary: \$132,120 - \$152,300 (determined based on experience/education)

Reporting directly to Council, the Chief Administrative Officer (CAO) will be responsible for the efficient and effective administration of all departments, personnel and resources of the Township of Loyalist.

The CAO is an integral advisor to Mayor and Council supporting the development and implementation of strategic objectives in the interest of a sustainable community. The CAO builds strong working relationships with stakeholders and provides mentorship and guidance to staff by fostering a culture of municipal excellence.

Qualified candidates will possess a combination of significant experience and relevant education normally achieved through post-secondary studies in municipally relevant fields. Candidates should also possess experience in economic and community development, strategic operational planning, as well as a successful record of accomplishment in achieving administrative, financial and customer service excellence. Strong interpersonal, communication, and engagement skills, combined with a solid understanding of municipal operations are a necessity for this position.

A detailed job description is available on the municipal website www.loyalist.ca.

Qualified candidates are invited to submit a cover letter and detailed resume by 4:00 p.m. February 15, 2019 to jobs@loyalist.ca. Please quote competition number **LT-03-2019**.

The Township of Loyalist wishes to thank all candidates for their interest however only those being selected for an interview will be contacted. Upon advertisement, the Township will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout the hiring process. The information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.