

The Township of Manitouwadge

is accepting applications for the position of
Chief Administrative Officer (CAO)

Manitouwadge is recruiting a Chief Administrative Officer (CAO). The CAO carries out Councils plans and objectives. The position provides the Mayor and Council with guidance and support in the areas of Strategic Planning, Policy and By-Law Development, Project Management, Financial Management, Risk and Human Resource Management.

The Township of Manitouwadge is a Northern community, nestled in the Canadian Shield, located 450km West of Sault Ste. Marie and 400km East of Thunder Bay, Ontario, serving a population of approximately 1,800 residents. Manitouwadge offers a quality of life second to none. The community has a variety of walking trails, numerous fishing lakes, miles of trails for four-wheeling, an outdoor swimming pool, lush green parks and the friendliest people you will ever meet. In addition, there are all the amenities you could ever wish for; Recreational facilities such as a 9-hole golf course, ski hill, arena, gymnasium, as well as a fairly new hospital facility and the opportunity for both English and French elementary schools and a secondary school.

The successful candidate will have strong interpersonal and communication skills, including the ability to build trusted relationships with Internal and External stakeholders. The successful applicant will be a strong decision maker with high integrity providing guidance and support to Staff and Council, will have a thorough understanding of Municipal Operations; including Project Management, Legislation, Finance Budgeting, Risk Management, Infrastructure, Land Use Planning and Economic Development.

Qualifications:

- The preferred candidate will have graduated from a recognized post-secondary institution with a degree in Administration or a related discipline.
- Prior CAO experience or a minimum of five years' experience at a senior level is required.
- CMO designation by the AMCTO or equivalent education and experience.
- Completion of the AMCTO MAP program or related job experience.
- Business related degree or designation with related job experience including a background in fiscal and performance management.
- CEMC designation or relevant training and experience.

The Township of Manitouwadge offers a competitive compensation package that will be commensurate with experience and qualifications and includes a comprehensive benefits package and pension plan.

Qualified candidates are encouraged to electronically submit their resume and a covering letter no later than **4:00 pm on January 4, 2021** to:

Attn: Owen Cranney, Acting CAO (*Confidential*)

The Township of Manitouwadge

PO Box 910

1 Mississauga Drive

Manitouwadge, ON P0T 2C0

Email: owen@manitouwadge.ca

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. The competition will remain open until the position is filled.

For a complete **Job Description** please visit www.manitouwadge.ca

Manitouwadge is an amazing place to live and work. We look forward to meeting those who are as excited about the opportunity as we are.

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected, and will only be used for the purpose of candidate selection. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

JOB DESCRIPTION

Position: Chief Administrative Officer

Department: Administration

Reports to: Municipal Council

Purpose:

The CAO is the administrative head of the Municipality. Responsibilities include ensuring that the Municipality's policies and programs are implemented, advising and informing the Council on the operation of the Municipality, performing other duties assigned by the Council, and ensuring appropriate staffing is in place. Responsible for the overall planning, coordination and control of the activities and business affairs of the Municipality, ensuring the effective and efficient provision of all services in compliance with all decision of Council, applicable By-Laws, policies and statutory requirements. The position serves as the Alternative Community Emergency Management Coordinator (CEMC) for the Municipality; the Deputy Clerk and manages all functions of Human Resources. The CAO is responsible for providing advice leadership and direction to all Directors of the Municipality.

Key Responsibilities:

- Provision of leadership to members of the senior management team (i.e. Director of Community Services, Fire Chief, Public Works Superintendent, Planning and Development Managers, Treasurer, Clerk and Economic Development Officer) overall management of the administration and operations of the Township.
- Establishment with Council of the vision and strategic direction for the Township; consolidation and review of the annual business plans and budgets prepared by the Departments; leadership of the business plan and budget approval process with Council.
- Monitoring of the performance of Departments against budget plans; review of variance reports and initiation of corrective action where necessary.
- Review and approval of new or revised policies and procedures, Corporate-wide and Departmental.
- Recommendations to Council covering the attraction and retention of talent through policies/practices on recruitment/selections, compensation/benefits, training/development and the working conditions for Township employees, carry out contract negotiations for municipal employees.
- Key management representative responsible for the coordination/cooperation among Township Departments; provisions of problem-solving/decision making advice to the members of the Senior Management Team.

- Provision of business and technical advice to members of Council, re: decisions and actions regarding Council's approval.
- Review and approval of all materials and documentation sent to members of Council, final approval of the Council and Council Committee agendas.
- Oral presentation of material at Council; guidance and coaching of Township staff making presentations to Council.
- Implementation of Council directive and decisions; follow-up on implementation with initiation of corrective action where required.
- Identification and tracking best practices and trends/advances in the municipal field for possible application in Township administration and operations.
- Establishment of terms of reference for corporate-wide continuous improvement initiatives/projects; review of calls for tender for major projects/studies to ensure compliance with current policies/procedures.
- Input to and approval of quality assurance programs covering the delivery of service to the public by various Departments; review of reoccurring customer complaints.
- Coordination and administration of contracted legal, engineering and land use planning services by the Township; overseeing of claims settlement and litigation with recommendation to Council on cost effective resolutions; tracking of pertinent legislation impacting on Township Operations and Administration with technical advice to Council.
- In the role of Deputy Clerk, to undertake the roles and responsibilities of the municipal clerk in the absence of the Clerk.
- As the Alternate CEMC; act in the absence of the CEMC, support the CEMC in the development and maintenance of the Emergency Plan to cover disaster response and recovery in conjunction with the Municipal Emergency Management Program Committee.
- Development and implementation of programs aimed to enhance its image and visibility.
- Development and maintenance of a contact network of counterparts in other municipalities; direction of on-going efforts to explore and optimize sharing of services and cooperative/group purchasing.
- Representation of the Township with individual citizens community groups/associations, Special interest groups, developers, commercial interests and written and electronic media.
- Liaison with regulatory officials/agencies at the federal, provincial and municipal levels.
- Promotes a positive risk management program to reduce liability and ensure insurance premiums are managed effectively.

Health and Safety Responsibilities:

- A Manager of the Township of Manitouwadge is expected to comply with the Occupational Health and Safety Act, Regulations and Workplace Safety and Insurance Act along with the Township of Manitouwadge's Health and Safety Policies and Procedures. They must take every precaution reasonable in circumstances for the protection of workers.
- All Managers are expected to perform workplace inspections (set up annual schedule). They must conduct information sessions (safety talks, staff meetings), accident investigations and employee training. They are also responsible for correcting substandard acts or conditions, as well as commend employee health and safety performance, and perform employee safety observations. Information and instruction must be provided to workers to protect their health and safety.
- Managers must ensure that the work environment is maintained in a healthy and safe condition, and make workers aware of all potential and existing work-related hazards. They must provide ongoing safety education and evaluate the health and safety performance of their employees. Also, must ensure that first aid facilities and personal protective equipment are provided and used properly along with any and all protective devices. They are responsible for reporting and investigating accidents, determining the cause and initiating/recommending any corrective actions necessary. A supervisor must also actively participate in the Early and Safe Return to Work program to ensure that employees return to work in a safe and timely manner.

Qualifications:

- CMO designation by the AMCTO or equivalent education and experience.
- Completion of the AMCTO MAP program or related job experience.
- Business related degree or designation with related job experience including a background in fiscal and performance management.
- CEMC designation or relevant training and experience.
- Strong management, administrative and supervisory and leadership team building skills required.
- 5-7 years of relevant municipal experience.
- Leadership, strategic or business planning and policy development experience.
- Demonstrated oral and written communications skills.
- Proficiency in personal computer applications (word processing, spreadsheets).