

Municipality of Arran-Elderslie

Chief Administrative Officer (CAO)



Arran-Elderslie is in the heart of Bruce County with a population of 7,000. The Municipality is a combination of farm communities, friendly urban centres and quaint villages. Arran-Elderslie is a great place to work, live and play. Come join our team and enjoy an improved life-style. To learn more visit: www. arran-elderslie.ca

We are currently recruiting for a CAO to lead our team.

You will:

- ♦ Manage the operations of the municipality in a responsible and cost-effective manner;
- ♦ Ensures the timely and effective delivery of programs and services;
- ♦ Lead a management team and staff (33 Full Time and 18 Part Time) in the implementation of Council decisions;
- ♦ Engage, inform and inspire Council and staff;
- ♦ Provide progressive policy and strategic advice to Council;
- ♦ Provides overall financial management and fiscal responsibility in consultation with the Treasurer.

You have:

- ♦ A successful track record of at least five years progressive successful leadership, collaboration, integrity, innovation and staff development as a senior manager, preferably in the municipal sector;
- ♦ CMO or equivalent municipal designation or equivalent experience;
- ♦ Extensive knowledge of all relevant Ontario municipal statutes;
- ♦ A degree or diploma in Public or Business Administration or a related relevant municipal field, is considered an asset;
- ♦ Experience as a CAO is considered an asset;
- ♦ Valid Class "G" Driver's License.

You are:

- ♦ A people person who builds relationships and works collaboratively;
- ♦ A confident, dynamic and effective communicator;
- ♦ Able to stay calm and work well under pressure in a fast-moving environment;
- ♦ Flexible and able to work well with a range of personalities and management styles;
- ♦ A strategic and critical thinker;
- ♦ A problem solver who enjoys a challenge;
- ♦ Active in the community.

The salary range for 2021 is \$105,000 to \$130,000. (note: salary range could be expanded based on skills and qualifications). We offer excellent benefits including OMERS and group medical. If you are interested in a challenging career please submit your resume and cover letter in confidence by 4:00 PM **Friday February 19th**, 2021, via e-mail or regular mail to:

Bill Jones, CAO
Municipality of Arran-Elderslie
1925 Bruce Rd 10, Box 70
Chesley, Ontario
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cao@arran-elderslie.ca

Arran Elderslie is dedicated to maintaining a respectful, fair and equitable work environment, and welcomes submissions from all qualified applicants. Personal information submitted will be used for the purpose of determining suitability for this position only in accordance with The Municipal Freedom of Information and Protection of Privacy Act. Arran Elderslie is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. This job posting is available in an accessible format, upon request. We thank all persons for applying however only those being considered for an interview will be contacted.