



Chief Administrative Officer/Clerk Township of Hornepayne

Are you interested in working for a progressive rural municipality that offers affordable housing and a safe environment to raise your family? Are you seeking a more relaxed lifestyle with daily access to fresh air, wildlife and outdoor recreation opportunities?

The Township of Hornepayne wants to hear from you!

Hornepayne, recently identified as the Geographic Centre of Ontario, lies in the heart of the Boreal Forest, approximately 430 km north of Sault Ste Marie. This blossoming community of 980 people has an operating budget of \$5 million and is in the midst of managing over \$7 million dollars in capital projects for 2022 thanks to several successful funding applications.

Guided by a forward-thinking Council with a robust Strategic Plan as well as a recently completed Comprehensive Service Delivery Review, and by participating in various regional partnerships, Hornepayne is eagerly embracing transformation and renewal. Our status as an emerging municipality offers an exciting employment opportunity for someone looking to affect real change. Council's Core Values of Integrity, Accountability and Transparency, Hardworking, Respectful and Inclusive are pervasive throughout the organization and a staple that both Council and Staff strive towards and take great pride in.

Help Reshape our Community into a Rural Leader in the North

The ideal candidate will be an inspiring, principled, motivated and collaborative leader with proven leadership and management experience in a small to medium sized public or private sector organization and preferably, a background in municipal operations. Exceptional communication skills and the political acumen to interact with diverse stakeholders, foster the development of partnerships, engage, and inspire employees, while ensuring customer service excellence are a must. Lastly, they will have an exceptional understanding of forward-thinking strategies as it relates to meaningful growth and effective municipal operations in a fiscally accountable fashion and possess the ability to guide our organization through community revitalization and community improvement into the future.

Reporting directly to Mayor and Council, the Chief Administrative Officer/Clerk is responsible for the strategic leadership and efficient delivery of all the Municipality's administrative and operational services. As the key advisor and liaison to Council, the CAO/Clerk will develop and implement operational plans and ensure alignment with Council's Vision, Mission, Values and Strategic Priorities. He/She/They will recommend policies, plans, and programs that benefit residents by employing innovative, accountable and fiscally sound techniques and will work to enhance growth and development in the community as well as ensure the effective utilization of resources. Other duties include performing the statutory duties of a Municipal Clerk, Human Resources Management, CUPE contract administration, administering requests under the Municipal Freedom of Information and Protection of Privacy Act and managing Council meetings.

Leading a dedicated staff team, this position guides and inspires a motivated workforce and helps foster a workplace culture focused on service excellence, innovative thinking, and teamwork while positioning Hornepayne as a community and employer of choice.

Hornepayne offers a competitive salary, an excellent benefits package and pension plan.

We invite you to take the challenge and consider joining our team. Come and experience the reality of having a challenging and fulfilling career while still enjoying a healthy, peaceful lifestyle.

If you are interested in learning more about this position, please refer to the Job Description for further information. Please note the Application Deadline: **March 31, 2022**

How to Apply

To explore this opportunity please apply via email **by March 31, 2022** to info.hpayne@bellnet.ca with subject line – **CAO/Clerk – Employment Application**. Should you have any questions, please contact Gail Jaremy, CAO/Clerk at 807-868-2020 Ext. 205.

To learn more about our community, please visit <https://www.townshipofhornepayne.ca>.

We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.



JOB DESCRIPTION

Chief Administrative Officer/Clerk

Township of Hornepayne

TITLE: Chief Administrative Officer/Clerk

REPORTS TO: Mayor & Council

LOCATION: Township Offices (Primary)

SUMMARY: The Chief Administrative Officer (CAO) is Council's "one employee" and the Township's chief of staff. The CAO leads the Township's Senior Management Team and is ultimately responsible for strategic oversight of all human, physical and financial resources of the Township. The CAO is the Township's administrative and management content expert and provides strategic and operational advice to Council on a full range of matters. As Clerk, it is expected that the statutory duties be carried out as per the Municipal Act.

MAIN RESPONSIBILITIES (This is not an exhaustive list)

1. As chief of staff the CAO is the liaison between Council and staff.
2. Acts as the principal policy advisor to Council.
3. Ensures implementation of best practices.
4. Exercises general control and management of the affairs of the Township for the purpose of ensuring its efficient and effective operation.
5. Oversees the development of, and adherence to, the Township's Strategic Plan goals and objectives, including reporting annually to Council.
6. Oversees all mission critical strategic initiatives such as, but not limited to Service Delivery, Economic Development, Business Attraction and Retention, Community Improvement Plans, Official Plan, Long Range Capital Forecasts, Master Plans etc.
7. Provides executive leadership to the Senior Management Team, three (3) Department Heads and the Economic Development Officer (EDO).
8. Chairs the Township's Senior Management Team.
9. Oversees the development and reporting on all annual Departmental Work Plans and the Advance Radar.
10. Oversees the development and recommended changes to comprehensive annual operating and capital budgets.
11. Oversees the activities of the Treasurer and managers with respect to annual updates to the Asset Management Plan, Tangible Capital Assets and long-range capital forecasts.
12. Oversees comprehensive business improvement strategies.
13. Reviews and provides "CAO Concurrence" on all staff reports, By-Laws and resolutions prior to rising to Council.
14. Ensures timely delivery of all operational and project-based initiatives.
15. Acts as the staff media representative for the Township.
16. Oversees the implementation and maintenance of a Township Succession Plan.
17. Ensures annual employee performance reviews are completed in a timely manner.
18. Oversees all labour and employee relations matters, including collective bargaining, hiring, firing and discipline.
19. Provides executive advice and support to the Mayor with respect to the roles and responsibilities of the Head of Council as set out in the *Municipal Act* and Township By-Laws.

20. Prepares and presents reports to Council and Township committees.
21. Serves as an active member of the Township's Emergency Management Coordinating Committee.
22. Required to fulfill the statutory duties of the Clerk or Deputy Clerk pursuant to the requirements of the *Municipal Act* or other Acts.
23. Oversees Council meetings and agenda preparation
24. Administers access requests under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
25. Liaises with other levels of government and agencies.

DIRECT REPORTS:

Manager of Public Works
Client Services Manager/Treasurer
Deputy Clerk
Economic Development Officer
Fire Chief

INDIRECT REPORTS:

7 Full-time
3 Part-time
8 Seasonal
3 Contract
27 Volunteer Firefighters

SKILL

EDUCATION/EXPERIENCE:

3-year Community College Diploma or University Degree in Business, Public Administration, Planning, Engineering or related fields.

Minimum 12 years municipal (or related) progressive experience with at least 5 years in a supervisory capacity.

The Township may consider a different combination of education and experience where appropriate, if candidates possess at least five years of municipal supervisory experience.

ADDITIONAL COMPETENCIES/SKILLS:

REQUIRED:

Certified Municipal Officer (CMO) or ability to acquire certification within a specified time frame.
Executive Diploma in Municipal Management or ability to acquire it within a specified time frame.

DESIRABLE:

Accredited Ontario Municipal Clerk (AOMC)

EFFORT:

Handles inquiries or complaints from the public, agencies or Council members which cannot be resolved by managers, as required.
Handles and balances multiple shifting priorities.
Requires significant attention to detail while developing budgets, critical strategies and comprehensive reports.

WORKING CONDITIONS:

General office conditions. Potentially long and stressful hours.

Prepared: February 2022