



**Join our team as the:  
Chief Administrative Officer**

The Township of Adelaide Metcalfe is located at the west side of the County of Middlesex, north west of the Town of Strathroy. Situated along the 402 highway corridor, it covers an area of 17,793 hectares and has a population of approximately 2,995 people. The Township borders with the Municipality of North Middlesex to the north, the Municipality of Southwest Middlesex to the south, the Municipality of Strathroy-Caradoc and the County of Lambton both to the west (Township of Warwick, and Municipality of Brooke-Alvinston).

### **Overview of the Position**

Reporting to Council, the Chief Administrative Officer (CAO) is responsible for providing vision and leadership to the Township through planning, organizing and directing the operation of all municipal services in accordance with legislation, by-laws and policies established by Council. The CAO serves as the organization's representative to the community and community organizations, media, other levels of government, and professional associations. The CAO advises Council and recommends actions to address current and emerging issues as well as trends to ensure that Council policies and programs result in the attainment of Council's vision and mission.

Additional details and a full job description are available [www.adelaidemetcalfe.on.ca](http://www.adelaidemetcalfe.on.ca).

### **What We Offer**

The Township provides competitive compensation, complete with comprehensive health and dental benefits, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. The annual salary range for this position is \$111,008.00 to \$129,864.00 (under review).

### **How to Apply**

Interested candidates are invited to submit their cover letter and resume to Jessica Ngai, Human Resources Manager, by email at [hr@middlesex.ca](mailto:hr@middlesex.ca) by **4:30 p.m.** on **Friday, December 11, 2020**.

The Township is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of *the Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.