



THE CORPORATION OF THE TOWNSHIP OF ADJALA – TOSORONTIO IS SEEKING A PERMANENT FULL TIME

CHIEF ADMINISTRATIVE OFFICER (CAO)

The Township is recognized as a vibrant close knit community, maintaining its rural way of living and its quality of life. The Township Council has a vision to maintain this quality of life while at the same time keeping taxes affordable to residents through efficiencies.

To achieve its mission of efficiently providing services that enhance the quality of life for all of its residents and visitors whilst protecting a constantly changing environment, the Township of Adjala-Tosorontio is looking to attract a seasoned municipal executive as Chief Administrative Officer, to take the community to its next stage of development.

Working closely with Mayor & Council, as CAO, you will have overall responsibility for managing the constantly changing and increasingly complex day-to-day affairs of the community. You will provide the leadership skills required to lead a staff of dedicated professionals, formulate and deliver a “customer comes first” service model, and play a key role with Mayor/Council in planning and executing a strategic vision that meets both current and future needs of the Township in all facets of each area.

Your background includes strong academic credentials and several years in an executive role within municipal offices, ideally coupled with an accomplished work history in different areas of a municipality. Known as a “can do” person and staff mentor, you fully understand the challenges facing progressive communities, and have a track record of demonstrating your capabilities as a senior executive.

You are a community minded take charge visionary, strategic thinker with impeccable Human Resources and Labour Relations skills and a communicator with sound political judgement. You are recognized as a catalyst for positive change within the workplace and bring enlightened executive leadership as well as strategic focus to existing operations in Information Technology, Public Works, Planning, Building, By-Law, Fire Services, Finance, and Human Resources.

This is a unique opportunity to become part of the vibrant future of one of Simcoe County’s rural communities that is embarking on change that we want you to be a part of!

The ideal candidate will have;

- I. A university graduation with professional designation normally acquired through more than two years of formal university beyond a general BA plus additional, required, workplace training leading to certification (i.e. law, engineering, master’s in planning etc.).

- II. Minimum of eight years of experience in a Municipal environment required.
- III. Extensive experience at an executive level.
- IV. The ability to control and monitor the development of the Township's annual comprehensive budget and operation of the financial and computer systems.
- V. Thorough knowledge and experience of legislation and policies that affect local government, including Municipal Law, Municipal Planning, Municipal Elections, Finance, Capital/Asset Management, Municipal Drainage Act, Labour Relations and the ability to be an assertive leader.
- VI. Excellent public relations and interpersonal skills.

Compensation for this position is Category 17 of the 2020 Salary Grid \$96,322.64 to \$120,403.29, plus a comprehensive benefits package. Interested applicants can submit a cover letter and resume by 4:30pm Friday, May 22, 2020 to: Katarina Palomba – HR Generalist, Township of Adjala-Tosorontio, 7855 Sideroad 30, Alliston, On L9R 1V1
Email: hr@adjtos.ca. Or visit www.adjtos.ca

We thank all of those who apply, but only those selected for an interview will be contacted.

Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility.