



**The Corporation of the Town of Aylmer**  
**CHIEF ADMINISTRATIVE OFFICER/DEPUTY CLERK**

The Town of Aylmer is a progressive and growing urban centre strategically positioned in the heart of Southwestern Ontario. Aylmer services a primary market of over 20,000 from the East Elgin County area and a secondary market of over 500,000. Aylmer is a growing community with a population of approximately 7,500. Community spirit and a rich history describes our hometown hallmark. A vibrant industrial park and unique commercial compliment the thriving residential base.

Due to the retirement of the incumbent, Aylmer's Council is inviting applications for a progressive and dynamic individual with a sense of vision and a commitment to community service to lead the Corporate team and take on the responsibilities of the Chief Administrative Officer/Deputy Clerk. This individual should have a sound background in fiscal and performance management and possess outstanding communication, interpersonal and team building skills.

With several years of demonstrated senior Municipal Management experience combined with related educational background, the individual will take on the responsibilities of CAO/Deputy Clerk. General responsibilities will include:

- CAO/Clerk reports directly to Council and is the senior administrator for the Municipality.
- Working directly with senior management team you will provide leadership and guidance in all Corporate matters.
- In collaboration with Council and the senior management team you will promote and facilitate ongoing strategic thinking and planning.
- Business related degree or designation, preferably the MPA program with related job experience.
- 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.

**Confidential resumes will be accepted until November 30, 2020.**

A copy of the complete position description is available from the Town website at <http://www.aylmer.ca/index.php/HumanResources/EmploymentOpportunities> or by email at [hr@town.aylmer.on.ca](mailto:hr@town.aylmer.on.ca)

A competitive salary package is available and currently under review. In addition, the Town of Aylmer offers a full employee benefits program and OMERS retirement plan. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

*The Town of Aylmer will attempt to provide reasonable accommodation for known disability for an applicant or employee if requested. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicant.*