



## Chief Administrative Officer | Clerk Job Opportunity 2020-03

Located in the heart of Southwestern Ontario, the Municipality of Bayham is a progressive community offering a delightfully unique mix of urban and rural experiences. Bayham boasts stunning shoreline, picturesque towns and villages and a rich agricultural heritage.

The Municipality of Bayham is seeking a progressive and dynamic individual with a sense of vision and a commitment to community service to lead the administration of the Municipality of Bayham as CAO|Clerk.

### Qualifications

This individual is a highly motivated, innovative and energetic leader that provides adaptable strategic, administrative and technical expertise, management and direction with a proven track record of:

- Dynamic leadership and relationship building to inspire a team.
- Management, organizational and leadership abilities in a progressive work environment.
- Strong interpersonal, communication skills and public relations skills.
- Ability to deal effectively with external contacts and with the public as the Municipality's principal representative.
- Ability to meet deadlines, to function well under pressure, and to respond to frequently changing demands and priorities.

The ideal candidate will possess:

- Minimum 10 years' experience in a municipal role, with at least 5 years' experience in a senior management position.
- Knowledge and skills in municipal administration normally acquired through a university degree in public administration, land use planning or other related discipline.
- Successful achievement and maintenance of the following designations and certificates:
  - Certified Municipal Official
  - Accredited Ontario Municipal Clerk

We invite you to explore this opportunity to see if the role as our next Chief Administrative Officer | Clerk is a good fit for you. Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience by **11:00 A.M. December 14, 2020** to [jobs@elgin.ca](mailto:jobs@elgin.ca)

Visit the Municipality's webpage [www.bayham.on.ca](http://www.bayham.on.ca) to obtain further information about the Municipality and to view the full Job Opportunity listing on the [Employment Opportunities](#) page. The Municipality offers a salary range of \$110,302-\$137,883 (2020) depending on expertise and experience.

We thank all applicants for applying, but only those candidates selected for an interview will be contacted.

The Municipality of Bayham is an Equal Opportunity Employer.

If you require accommodation at any time throughout the employment activities process, please contact us at: 519-866-5521, [accessibility@bayham.on.ca](mailto:accessibility@bayham.on.ca) or by visiting [www.bayham.on.ca](http://www.bayham.on.ca) and we will make every effort to provide appropriate assistance pursuant to the Municipality of Bayham "Employment Activities Accommodation Policy".

Personal information collected in response to this notice will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.