



TOWNSHIP OF MCKELLAR

Invites applications for the
position of

Chief Administrative Officer/Clerk

If you enjoy the outdoors, boating, swimming, fishing, hiking or just relaxing at the shore, come and immerse yourself in the beauty of Majestic McKellar; a place to call home.

Located within the District of Parry Sound (a 20 minute drive from the Town of Parry Sound), the Township of McKellar boasts 15 lakes and numerous rivers to beckon you back to nature and peaceful surroundings; an enticing opportunity for a CAO/Clerk. We are seeking a highly motivated person who will lead the Senior Management Team and be responsible for the overall administration of the Township as well as support the initiatives of Council and the community. Come and join our team to celebrate our community's 150th anniversary in 2023.

Specific requirements:

The CAO/Clerk will enhance the professional and respectful relationship with staff, members of Council and our residents and possess the following qualifications/skills;

- A Post graduate degree in a discipline related to management in the public sector.
- Significant experience (a minimum of 10 years) in a corporate portfolio including municipal experience, working with elected officials and general management.
- Demonstrated competence in establishing productive, transparent relationships with a range of partners including Council, staff, stakeholders and the public.
- Excellent listening skills and outstanding verbal and written communication skills.
- A detailed knowledge of areas of service delivery within the Township and a commitment to improving service delivery and cost effectiveness.
- Experience in and knowledge of planning will be considered an asset to McKellar.
- Demonstrated ability in grant application writing will greatly assist staff and Council in this important effort.
- The ability to think and act strategically in a political and community service environment; to build strong, confident and enthusiastic staff teams and external partnerships; to align departmental programs/services with corporate goals/objectives; and to foster a positive, productive and healthy work environment that is committed to service excellence.
- Thorough working knowledge of municipal government affairs, structures, operations, finance, reporting processes, the role of the municipal clerk, employer-related legislation/regulations, and contemporary issues.
- Candidates should provide a list of all courses completed through AMCTO or other similar organizations.

- Experience and knowledge in labour relations principles, contract administration, land use planning principles and contemporary leadership/management practices.
- Computer literacy and knowledge of technology and its uses/opportunities in a municipal government.
- As a key member of McKellar's emergency control group, you will be willing to move into our area within a driving distance of less than one hour to McKellar. Parry Sound provides all of us with a community of full services including health, social services and commercial opportunities essential to community life.

Compensation:

The salary range for this position is currently under review. In addition, the Township of McKellar offers a full employee benefits program and OMERS retirement plan.

For a detailed candidate profile and to explore this exciting opportunity in strict confidence, email tim@tdobbie.com or call Tim Dobbie Consulting Ltd. at 905-637-0000.

To submit resumes, email la@tdobbie.com by Wednesday, October 21st, 2020

We thank all applicants and advise only those to be interviewed will be contacted directly.