



Chief Administrative Officer Township of Tiny, Ontario

The Township of Tiny is a thriving municipality, home to 12,000 permanent residents, which increases to over 30,000 residents over the summer months, as a popular destination for cottagers. Our Township is the most northerly township of Simcoe County in the Southern Georgian Bay region of Southern Ontario, occupying most of the Penetanguishene peninsula with a total area of 344 square kilometers and a 70-kilometer coastline on Georgian Bay. The Township skirts the municipalities of Midland and Penetanguishene and embraces the coastline in a sweep around the peninsula and includes the hamlets of Lafontaine, Perkinsfield, Toanche, Wyevale and Wyebridge.

With clear waters, rich forests, abundant snowfall and beautiful coastlines of sandy beaches, the Township is a four-season hidden gem. It is a close-knit community that cares about the environment, about the beautiful beaches and green spaces. We have a rich agricultural and cultural heritage and a quality of life that is unparalleled.

The Township is an environmentally focused, diverse family of communities with a focus on providing an economically sustainable and healthy lifestyle, while maintaining the special charm and rural character of the Township.

The Position

Reporting to the Township Council and as leader of the senior management team, the Chief Administrative Officer is responsible for managing the overall coordination and execution of Council decisions, including the delivery of all Township programs and services in accordance with the objectives, policies and plans approved by Council.

Key Qualifications

Organizational Leadership

- Significant experience (10 years +) in progressively responsible senior management positions in a municipality or a similar complex, multi-stakeholder environment.
- A proven record as a strategic and innovative thinker in a political and service-oriented environment with the ability to communicate future vision and translate strategic objectives into successful outcomes in a fiscally accountable fashion while fostering a positive and innovative workplace.
- Experience and ability to provide exceptional leadership to staff and to build enthusiastic, high performing staff teams through employee engagement, motivation and empowerment.

Community Development

- Experience and ability to build productive internal relationships and external partnerships to deliver common solutions and results.
- Experience in community development and responsible growth in an environmentally friendly and sustainable manner is an asset.

Service Excellence

- Ability to demonstrate customer service excellence across the organization through effective delivery of innovative programs and services in time-sensitive and changing environments.

Legislation and Processes

- Thorough working knowledge of municipal and employer-related legislation, regulations and issues, municipal government structures, operations, financial and reporting processes. Legal background an asset.

Communications

- Excellent ability to communicate effectively and address concerns, complaints and requests with tact, discretion, political sensitivity and diplomacy in situations of great importance to the municipality; excellent written, verbal and presentation skills.
- Bilingualism in English and French is an asset.

The Township of Tiny offers a competitive salary (\$136,500 to \$163,800) and competitive benefit package. Join our community and lead a dedicated team which strives to make Tiny the best place to live, work and play. Visit www.tiny.ca for a detailed job description. To explore this opportunity, please apply by 12 noon on November 30, 2020 to:

Township of Tiny
130 Balm Beach Road West
Tiny, ON L0L 2J0
Attention: Human Resources Department
Email: humanresources@tiny.ca
Fax: 705-526-2372

We thank all applicants who apply for this position but only those selected for an interview will be contacted.

The Corporation of the Township of Tiny is committed to a barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially.

Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.