



TOWNSHIP OF PERTH EAST

CHIEF ADMINISTRATIVE OFFICER

The Township of Perth East, a rural municipality in Southwestern Ontario of 4000 households and a total population of approximately 12,000 is seeking a Chief Administrative Officer (CAO).

The CAO reports to the Council of the Township of Perth East.

Responsibilities include -

- Providing leadership and direction to management of the Corporation;
- Council's principal policy advisor on all governance, public protection and community service aspects of the corporation;
- Principal communication link between Council (policy), staff (administration) and all the organizations and individuals with which Perth East Township does business;
- Develop and lead a strong management team within the Township of Perth East;
- Manages strategic, economic and land use planning activities;
- Ensures that the statutory and administrative obligations of the Township are properly fulfilled;
- Works within the spirit and content of approved management policies;
- Sets standards and exercises direction by applying contemporary management practices and acts within the authority that is given by Council. Action is controlled by relevant legislation and Council policy.

The successful candidate will have the following qualifications:

- Leadership and management abilities that are oriented to municipal administration;
- Ability to carry out and supervise research and to prepare and present coherent, consistent policy advice, with recommendations, to the Council;
- Organizational skills with the ability to set priorities and to show the way to others;
- Strong communication and public relations skills with the ability to manage disruption and conflict;
- University graduation in public administration, business administration, commerce or a related program or an acceptable equivalent;
- Certified Municipal Officer (CMO) designation or an acceptable equivalent;
- At least six year's experience in a senior administrative role within a municipality; and
- Strong knowledge of provincial legislation and policy that affects the operation of municipal government.

The Township offers a comprehensive benefit package.

Salary Range: \$126,581. - \$155,402.27 (2022 salary)

Posting CAO-36-2021

For the full job posting and if interested in joining our team, please apply online at www.pertheast.ca Employment Opportunities.

All documents must be uploaded in a PDF format. Applications must be received by **4:30 pm on Friday January 14th, 2022.**

All employees must adhere to the Township of Perth East COVID-19 Vaccination Policy and provide proof prior to commencing employment.

We appreciate all responses and advise only those applicants selected for an interview will be contacted.

In accordance with the Municipal Freedom of information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, and will be used of the purpose of candidate selection. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.