



Chief Administrative Officer/Clerk Municipality of Central Manitoulin

Are you looking for a change of pace? Are you interested in a unique lifestyle? Come join us !

The Municipality is seeking an experienced and ambitious leader to fill the position of CAO/Clerk. The Municipality of Central Manitoulin is located in the "heart" of Manitoulin Island with an abundance of lakes, rivers, and beaches. The Municipality includes the villages and hamlets of Mindemoya, Providence Bay, Spring Bay, Sandfield and Big Lake. We offer diverse attractions and unique landmarks such as our sandy beach in Providence Bay or access to Lake Manitou, the largest lake on the island. It has a population of 2,084, and is fast growing and progressive.

Reporting to the Mayor and Council, the CAO/Clerk is responsible for providing effective advice to Council on corporate activities and the business affairs of the Municipality, in compliance with by-laws, policies and statutory requirements. Strong leadership skills in human resources, stakeholder engagement and management are necessary for this position.

The ideal candidate will possess a combination of experience and relevant education in municipal government. Strong communication skills, combined with a solid understanding of municipal operations are a necessity. A detailed job description is available on the Municipal website. The salary range of \$ 80, 455.00 - \$ 112, 637.00, is complemented by an excellent benefit package.

The successful candidate will have a start date of December 5, 2022.

Please reply with a cover letter and detailed resume to: centralm@amtelecom.net

CLOSING DATE: SEPTEMBER 16TH, 2022 @ 4:00 P.M.

We thank all who apply. Only those individuals selected for an interview will be contacted.