



The Corporation of the

Town of Moosonee

P.O. Box 727, 5 First Street
Moosonee, Ontario P0L 1Y0

TEL: (705) 336-2993 FAX: (705) 336-2426

www.moosonee.ca

Job Posting

Chief Administrative Officer

The successful candidate can be eligible for relocation expenses of up to \$5000 in accordance with the policy of the Corporation of the Town of Moosonee.

The Town of Moosonee is located on the west banks of the Moose River, a short 12 miles from the salt waters of the James Bay. It is considered to be “the Gateway to the Arctic”. Moosonee is not connected to the road system in Ontario and all travellers arrive in Moosonee by train or plane, or on ice roads. Scheduled train services are provided by Ontario Northland, from Cochrane, Ontario. Scheduled air transportation services are provided by Air Creebec and Thunder Airlines. The permanent population of Moosonee is approximately 2,500 with about 85% being Cree.

The Town of Moosonee is seeking a highly motivated and qualified individual to fill the position of Chief Administrative Officer (CAO). Reporting to the Municipal Council, the CAO will provide leadership, direction to and coordination of the Management Team in developing, implementing, and administering the policies and procedures of the Town and Council in accordance with applicable By-Laws and regulations. The CAO provides effective, progressive advice to elected officials and the Management Team, and interacts regularly with the Head of Council and elected officials. The CAO is responsible for direct supervision of all municipal managers. Work is performed with high degree of independent action.

Required Qualifications, Experience, and Skills:

- A minimum of 5 years of progressive management experience (or other comparable experience) is required.
- Post-secondary degree or certificate in Business and/or Public Administration is required.

- Successful completion of the Municipal Administration Program from AMTCO, at minimum. Certified Municipal Officer (CMO), Certified Municipal Manager (CMM), CEMC and/or OH&S certifications are considered an asset.
- Strong knowledge of legislation and policy as they relate to municipal government, including knowledge of the Municipal Act and Planning Act.
- Excellent leadership, administrative, interpersonal, and analytical skills.
- Demonstrated municipal financial, human resources and administration experience.
- Excellent oral and written communication skills, including superior report writing, presentation skills, and negotiating skills.

Those interested should email their résumés, and include three recent employment references, in confidence
by [DATE] to:

[email address]

We would like to thank all applicants for their interest, however, only those selected for an interview will be contacted.