



The Corporation of the Township of Alnwick/Haldimand

EMPLOYMENT OPPORTUNITY

Located within the rolling hills of Northumberland County and bordered by Lake Ontario in the South and Rice Lake in the North, the Township of Alnwick/Haldimand is seeking an Acting/Interim Chief Administrative Officer for a 9-month contract. This contract may be extended after the 9 months.

Acting/Interim Chief Administrative Officer – Contract

The position of Acting/Interim Chief Administrative Officer (CAO) reports directly to council and is the senior administrator for the township. The Acting/Interim CAO is responsible for the efficient administrative management in planning, organizing, directing, and coordinating all municipal activities in ensuring that Council's directions and policies are implemented.

Please visit our website www.ahtwp.ca for a list of duties.

Preference will be given to candidates who possess the following:

- A minimum of ten (10) years' experience in municipal administration with at least five (5) as a senior municipal manager.
- Possesses a post-secondary education, Bachelor Degree (preferred) or College Diploma in Public Administration or similar related field of study.
- CMO (Certified Municipal Officer) and/or CMM (Certified Municipal Manager) designation is an asset
- Proven management and leadership skills with the ability to motivate, influence and work collaboratively with employees.
- Excellent conceptual, interpersonal, communication, analytical, organizational and time management skills, sound judgment, and computer literacy;
- Ability to work with personal information and maintain strict confidentiality.

Compensation:

The 2023 Salary Grid range is, \$127,319.00 - \$153,875.00.

Please forward your detailed resume with cover letter by **Friday, May 12, 2023** to:

Human Resources, Attn: Erin Andrus, P.O. Box 70, 10836 County Road 2, Grafton ON K0K 2G0
905-349-2822 ext. 28
eandrus@ahtwp.ca

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Hiring will be conditional based on a successful Criminal Reference Check.

The Township of Alnwick/Haldimand is an equal opportunity employer. Please note that accommodations are available, upon request, to support prospective applicants with disabilities when applying for jobs and during the interview and assessment process. If you require an accommodation, we will work with you to meet your needs. Please e-mail your request to cjames@ahtwp.ca or call 905-349-2822. Alternative formats of this job posting are available upon request. In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended.