



The Township of South Algonquin is seeking its next Chief Administrative Officer Clerk/Treasurer

The Township of South Algonquin (pop: 1096) is located on Highway 60 halfway between Ottawa and Toronto, adjacent to the south-east corner of beautiful Algonquin Provincial Park. The area offers an abundance of four-season wilderness experiences with our numerous lakes, rivers, streams and thousands of acres of crown land — here for you to explore.

This Senior leadership position provides the key link between Council and the Staff of the Township. The CAO/Clerk Treasurer is the administrative head of the organization and the primary resource to Council. Qualified candidates must possess a high level of initiative, self-motivation and independent judgment when providing leadership and direction to employees, acting as a main policy advisor or spokesperson for the Corporation. The position further requires outstanding interpersonal skills to effectively work with Council, managers, employees and external firms to address corporate priorities and to carry out all the normal and statutory functions of the CAO/Clerk Treasurer position assigned by the Municipal Act and other enactments or those assigned by Council. We are seeking a dynamic and engaged individual interested in the challenges and opportunities met by this municipal setting. All interested candidates should demonstrate a reputation for integrity, transparency and accountability.

The complete job description found at www.southalgonquin.ca outlines the required qualifications. Qualified candidates must possess a College/University education in business administration, finance or accounting discipline or an equivalent combination of education and relevant experience with preferred municipal experience and accreditations; CMO or AMCTO certification or Diploma in Municipal Administration and a minimum of eight to ten (8 to 10 years) of municipal experience of which five (5) years have been in a senior municipal supervisory position.

Only candidates eligible to work in Canada should apply. We wish to thank all who apply however only those persons selected for an interview will be contacted.

Salary range: \$87,500-\$98,550 with a complete range of benefits including OMERS pension plan

Please submit your covering letter and resume no later than April 22nd, 2021 by email to:

Lise Labine CHRL Consultant, The Delfi Group

613 899-6761 Lise.labine@thedelfigroup.com

Information collected will be used solely for the purpose of candidate selection for this position, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

The Township of South Algonquin is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require an accommodation.