



Town of Cobalt

Chief Administrative Officer (CAO)
'Come for a day, discover a century!'

The Town of Cobalt is currently seeking a CAO. Located in the District of Timiskaming, with a population of 1,118, Cobalt is a historic community nestled in the heart of the Pre-Cambrian Shield.

The CAO is an integral advisor to Mayor and Council supporting the development and implementation of strategic objectives in the interest of a sustainable community. The CAO builds strong working relationships with stakeholders and provides mentorship and guidance to staff by fostering a culture of municipal excellence throughout the organization.

The ideal candidate will have several years of experience in municipal government administration as a Clerk or Treasurer, including knowledge in the areas of economic development and asset management. A University Degree or Diploma in a finance discipline as well as good oral and written communication skills would be an asset.

Responsibilities include:

- Ensuring the efficient and effective organization and administration of Council, staff, boards and ad hoc committees in accordance with the by-laws of the municipality
- Working with staff to develop agendas, organizing the preparation of background material, staff reports and other relevant information
- Attending all Council meetings and providing oral and written reports to Council and the public on a variety of municipal issues
- Coordinating the implementation, administration and evaluation of policies that are determined by Council
- Coordinating the development and implementation of short- and long-range operating plans and strategies for the Town

Compensation Package: Commensurate with experience and qualifications.

Please submit a covering letter and resume via Email clearly outlining how you meet the qualifications of this position by March 29, 2019 to the attention of:

David King
Interim CAO
CAO@Cobalt.ca

Thank you to all who apply but only those receiving an interview will be contacted.

Distributed on March 12, 2019 by:

