



The Corporation of the TOWNSHIP OF ESSA
5786 Simcoe County Rd. #21, Utopia, ON L0M 1T0

CHIEF ADMINISTRATIVE OFFICER

Due to a pending retirement, the Township of Essa is recruiting for a Chief Administrative Officer (CAO) to lead our team. The CAO is responsible for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality. The CAO provides strong leadership and direction to Department Heads to implement Council's decisions, establish administrative practices and procedures to carry out Council's decisions, undertakes research and provides advice to Council on the policies and programs of the municipality.

Candidates must have a thorough working knowledge of relevant legislation, local government functions/responsibilities and thorough knowledge of Council/Committee processes and protocol. Preferred candidates will be politically astute with demonstrated ability to grasp organizational issues, lead diverse groups toward a common vision and take a participatory approach to management. Candidates must possess exceptional interpersonal, administrative, communication, report writing, organizational, time management, public relations and supervisory/management skills. Qualifications include a degree in a relevant discipline, together with a minimum of five (5) years' experience working as a senior manager in a municipal government environment. Experience as a CAO is an asset. The full job description can be viewed at the Township website: www.essatownship.on.ca.

Salary range is \$99,797.34 to \$119,811.05 (2019) per annum and a comprehensive benefits package is also provided. Normal hours of work will be 35 hours per week and flexibility in scheduling is required including availability to work evenings, weekends or holidays to attend Council and/or Committee meetings, special meetings as required/assigned, conferences/events or to respond to urgent situations.

Interested applicants are invited to submit a covering letter and resume addressing how the minimum qualifications are met, marked confidential, **by no later than 12:00 noon on February 8, 2019 to:**

Greg Murphy, C.A.O.
5786 Simcoe County Road 21, Utopia, Ontario L0M 1T0
Email: humanresources@essatownship.on.ca

We thank all applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 705-424-9770. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of Essa, we will endeavor to make such accommodations.

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