

EMPLOYMENT OPPORTUNITY



Township of North Algona Wilberforce

Chief Administrative Officer (CAO) / Clerk Treasurer

The Township of North Algona Wilberforce is looking for a progressive leader that will help the municipality thrive and enable a collaborative and modernized approach to achieving operational and strategic priorities. The CAO / Clerk Treasurer, in partnership with the Mayor and Council, will define the future vision, plans, goals and objectives for the Township and lead the management team in the achievement of these. The Township is looking for a change agent that will manage and implement change at every level of the organization to enable excellent service levels to clients, both internally and externally, while also maintaining a policy of fiscal responsibility and diligence.

Responsibilities:

- Protects and respects the municipality's interests in all business activities and administrative functions.
- Plans, organizes, directs and manages all municipal staff, operations, strategies, and the delivery of services in accordance with municipal by-laws, policies and directives from Council.
- Appointed as Municipal Clerk and performs the applicable statutory duties under the *Municipal Act* and any other Acts or Regulations pertaining to municipalities.
- Temporarily appointed as Treasurer and performs the applicable statutory duties under the Municipal Act and other Acts and Regulations pertaining to municipalities until such time that a Treasurer is appointed by the Township.
- Provides and reviews reports to Council and presents recommendations to Council for approval.
- Coordinates, leads and directs the management team in the implementation, management, enforcement and evaluation of all by-laws, initiatives, projects and programs approved by Council.
- Coordinates, leads and directs the management team in the preparation of internal policy and programs.
- Presents reports and information to Council regarding progress related to programs and projects, the status of revenues and expenditures, the status of strategic and long range planning, and the general administrative management of the corporation.
- Oversees the direction of all municipal employees and is responsible for upholding sound and lawful human resources practices across the corporation
- Responsible for oversight on administration of the annual operating and capital budgets and their presentation to Council for approval.
- Responsible for oversight on the administration of all finance and accounting functions including financial statements, accounts receivable, accounts payable, taxation, receipting, payroll and accounting for tangible capital assets, and internal control measures for all financial operations in accordance with relevant laws.
- Liaises and consults with various municipal, provincial and federal representatives and agencies when required.
- Attends all Council and other municipal meetings as required.

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Qualifications:

- A degree in Public Administration, Business, Finance, Accounting or equivalent.
- Minimum three (3) – five (5) years progressive managerial experience in a municipal environment, including municipal finance and budgeting experience.
- Professional designation (AMCT or CMO) is preferred.
- Comprehensive experience in strategic planning, financial management and change management.
- Comprehensive understanding of local government and municipal administration.
- Demonstrated ability to act as a trusted advisor within a municipal setting.
- Political astuteness, tactfulness and diplomacy, with knowledge of municipal government processes and parliamentary procedures.
- A talent for developing and motivating highly productive teams.
- Excellent public speaking, presentation, and interpersonal communication skills.
- Analytical demeanor capable of solving organizational problems and resolving inefficiencies
- Submission of a Criminal Record Check with results satisfactory to the municipality.

In addition to a competitive salary of \$115,484 - \$133,878 per year and a comprehensive benefit package, the Township of North Algona Wilberforce is surrounded by rural communities, lakes, rivers and parks which helps to create a peaceful environment to live, work and grow.

Qualified applicants are invited to submit their resume, stating “Township of North Algona Wilberforce – CAO / Clerk Treasurer”, by 4:00 p.m., Thursday, July 4th, 2024 to:

Human Resources, County of Renfrew
9 International Drive, Pembroke, ON K8A 6W5
EMAIL: hrinfo@countyofrenfrew.on.ca (in MS Word or pdf format)

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance.

Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.