



## Employment Opportunity Chief Administrative Officer

The Township of Coleman is seeking a highly motivated, seasoned and dynamic individual for the position of Chief Administrative Officer (CAO). The Township is located in North Eastern Ontario, encompassing an area of 177.6 square kilometers (2 billion square feet), with a population of 595. A rural community that offers tranquil, scenic landscapes with clean public beaches, nature trails, cross country skiing, recreational parks and an abundance of wildlife. This ideal geographic location provides a relaxing lifestyle and an ideal place to live.

The CAO will report to Mayor and Council and act as principal advisor. The successful candidate will be accountable for the overall management direction; provide operational leadership to ensure the effective function of all municipal departments, within approved budgets; and provide support for the daily operations of the municipality.

### **Education and Experience**

The ideal candidate will have a:

- degree or diploma in Public or Business Administration with at least five years in a management position, or an equivalent mix of education and experience.
- demonstrable knowledge of and progressive experience within administrative disciplines and a municipal environment.

Successful completion of the AMCTO Municipal Administration Program will be considered an asset.

### **Responsibilities**

Coordinate, lead and direct staff in the administration of the business affairs of the Township, in accordance with the by-laws, policies and plans established by Council. Responsible for Human Resources. Fulfill the statutory duties of the municipal Clerk, as stipulated in the Municipal Act, and other Acts. To continue new development of the municipality through progressive leadership.

### **Salary**

Commensurate with qualifications and experience. Excellent benefit package available.

Please address your resume and cover letter to CAO position by, **May 26, 2022.**

Township of Coleman 937907 Marsh Bay Road Coleman, ON P0J 1C0  
Phone 705-679-8833 Fax 705-679-8300

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection. The Township of Coleman is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code for all parts of the recruiting process. Applicants need to make their needs known in advance. We thank all persons for applying; however, only those being considered for an interview will be contacted.