

Town of Minto

Chief Administrative Officer (CAO)



Minto is a community of 9,000 residents located in Wellington County featuring the towns of Clifford, Harriston, Palmerston and the Township of Minto. We're known for recreation, community involvement and agriculture. We're an hour drive north of Guelph and the Waterloo Region. Minto is a great place to live, work and play. From our earliest history until today, the success of our community has been a product of the creativity and imagination of the people who came here to build a life for themselves and their families. A spirit of enterprise and innovation has been a key ingredient in building the vibrant rural community that Minto is today. To learn more visit: www.town.minto.on.ca

Due to a retirement we are currently recruiting for a CAO to lead our team.

You will:

- ◆ Manage the operations of the municipality in a responsible and cost-effective manner;
- ◆ Lead a management team in the implementation of Council decisions;
- ◆ Engage, inform and inspire Council and staff;
- ◆ Provide progressive policy and strategic advice to Council;
- ◆ Provides overall financial management and fiscal policy development in consultation with the Treasurer.

A complete job description is posted on the Minto website.

You have:

- ◆ A successful track record of at least five years progressive successful leadership, collaboration, integrity, innovation and staff development as a senior manager, preferably in the municipal sector;
- ◆ CMO or equivalent municipal designation or equivalent experience;
- ◆ Extensive knowledge of all relevant Ontario municipal statutes;
- ◆ In depth knowledge of public works is considered an asset;
- ◆ A degree or diploma in Public or Business Administration or a related field is considered an asset;
- ◆ Experience as a CAO is considered an asset;

You are:

- ◆ A people person who builds relationships and works collaboratively;
- ◆ A confident, dynamic and effective communicator;
- ◆ Able to stay calm and work well under pressure in a fast-moving environment;
- ◆ Flexible and able to work well with a range of personalities and management styles;
- ◆ A strategic and critical thinker;
- ◆ A problem solver who enjoys a challenge;
- ◆ Active in the community;

We offer a competitive remuneration package including salary, OMERS and group benefits. If you are interested in a challenging career please submit your resume and cover letter in confidence by 4:00 PM **Friday December 6, 2019** via e-mail to:

Ward & Uptigrove Consulting & Human Resources Attention: **Steve Lambier**
P.O. Box 127 LISTOWEL, Ontario N4W 3H2
E-mail: HRresults@w-u.on.ca



The Town of Minto is dedicated to maintaining a respectful, fair and equitable work environment, and welcomes submissions from all qualified applicants. Personal information submitted will be used for the purpose of determining suitability for this position only in accordance with The Municipal Freedom of Information and Protection of Privacy Act. Minto is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. This job posting is available in an accessible format, upon request. We thank all persons for applying however only those being considered for an interview will be contacted.