



CHIEF ADMINISTRATIVE OFFICER - THE CITY OF TIMMINS

(Competition No.: ADM-2016-02)

The Corporation of the City of Timmins is accepting applications for the position of Chief Administrative Officer (CAO).

The City of Timmins, population 45,000, is centrally located in Northeastern Ontario and is recognized as a regional hub for shopping, culture, commerce, health and education. In addition to offering modern amenities such as a regional hospital, superior telecommunications infrastructure and an airport that supports both scheduled daily flights and private carriers, a vast area of rugged wilderness is available minutes from the city's residential areas. Over 500 lakes, rivers and streams are accessible by road, or through a network of ATV or snowmobile trails, all within city limits.

"Our Vision" is to be recognized as a growing, innovative, regional hub that is culturally and economically diverse and that offers a unique, northern quality of life. "Our Mission" is to promote a sustainable, diversified economy by enhancing community services and infrastructure, engaging people and celebrating Timmins as a great place to live, learn and play.

If you are a progressive and results oriented individual, then this position will be of interest to you!

Reporting to City Council, the Chief Administrative Officer is responsible to provide objective advice, guidance and support to Council and responsible to develop strategies, policies and services that address the unique current and future needs of the City of Timmins. Specific primary accountabilities include:

- Develop a strategy and a relationship that aligns with the direction and needs of Council;
- Responsible to administer and oversee all municipal operations and services of the Corporation in order to achieve excellent organizational results;
- Ensure the strong management of business processes, financial planning, revenue generation, capital and operating budget, human resources and physical assets are maintained.
- Responsible to develop and maintain excellent working relationships with officials, groups, agencies and senior government as are necessary to carry out the responsibilities of the CAO and promote the interests of the City of Timmins.
- Lead the organization in an open and results focused culture that is characterized by effective stakeholder relationships, transparency, integrity, accountability, engagement and service excellence.

We invite candidates who can demonstrate the following:

- A university degree in public administration, business or related discipline with accreditation from a recognized Canadian University.
- Ten (10) years of progressive responsible senior level experience in a municipal government setting or similar environment, including experience leading a complex organization with multiple operations and diverse stakeholders.
- Well rounded background in municipal administration, with strong skills and experience in human resources management, finance, land use planning and economic development.
- Excellent leadership, interpersonal, communication, planning, critical thinking, problem solving, financial and negotiations skills.
- The ability to inspire and implement a shared vision and to lead in an inclusive and positive manner with a high level on integrity, trustworthiness and ethical conduct in order to support the organization's values and ensure success.
- Demonstrated short and long-term vision and success developing and implementing strategic and operational business plans.

The City of Timmins offers a competitive compensation package and the salary will commensurate based on the experience and qualifications of the successful candidate.

Please submit your resume, including a cover letter, to the Human Resources Department by the closing date of September 16th, 2016.

BY MAIL: 220 Algonquin Blvd. East Timmins, ON P4N 1B3
HAND DELIVERY: 236 Algonquin Blvd. East, 2nd Floor. Telephone: 705-360-2600 ext. 2308
VIA FAX: 705-360-2685
VIA EMAIL: human_resources@timmins.ca www.timmins.ca

We thank you in advance for your interest; however only those selected for an interview will be contacted.



WE ARE AN EQUAL OPPORTUNITY EMPLOYER

“Pour de l'information en français, veuillez appeler le 705-360-2600, poste 2312.”