



Township of Madawaska Valley

"Come for a Visit, Stay for a Lifetime"



Madawaska Valley is a healthy, growing, and culturally-rich community which encompasses and provides services to the communities of Barry's Bay, Combermere and Wilno.

CHIEF ADMINISTRATIVE OFFICER (CAO)/CLERK

Seeking a motivated individual with political acuity, superior leadership, communication, analytical and customer service skills, who works well in a professional, ever-changing environment. Reporting to Council, the Chief Administrative Officer (CAO)/Clerk will advise Council in the development of public policy to implement the municipal strategic plan, and provide the organizational leadership to successfully deliver the highest calibre of innovative, progressive, practical and responsive services.

Desired Qualifications:

- Post-secondary education in Public Administration, Business Administration, Management Finance, CMO, AMCT certification, or other professional discipline related to municipal operations.
- A minimum of 5 years of municipal and/or business management experience.
- Knowledge of senior municipal administration including finance, human resources, planning, public works and recreation, including statutes and regulations as they may apply to municipal operations.
- Exceptional and strategic communication skills; oral, written and electronic.
- Adept listening skills, with a track record of creativity and innovation.
- Ability to work at all levels across the organization as well as with Council, business and community groups and at all levels of government.
- Experience dealing with the public/clients and confidential information.

For a full Job Description, please visit www.madawaskavalley.ca

COMPENSATION: \$93,452 to \$105,560, plus comprehensive benefits package.



Please forward your resume stating:
"Madawaska Valley CAO Competition" by 4:00 p.m.
Friday December 30, 2016 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.