

Town of Minto

CHIEF ADMINISTRATIVE OFFICER/Clerk

The Town of Minto is a municipality formed in 1999 of three historical and attractive small towns – Clifford, Harriston and Palmerston – and a large farming community. Its population of 8500 has a very active base of volunteers in fire halls, sports, civic organizations, and culture, and grows at a steady rate. It is a town where people stay and where your family belongs. Learn more about us at www.town.minto.on.ca

As Chief Administrative Officer, reporting directly to Mayor and Council, you would work with a Council of seven and a full-time staff of 30. We would look to you to provide consistent leadership, coordination, communication and modern management practices among our municipal departments. Working closely with Council and our talented staff, you would introduce practical innovations that maximize the effectiveness and productivity of our organization, the efficiency and client focus of our service delivery, and the achievement of Council and community priorities.

As Town Clerk, you should be prepared to assume many of the statutory duties of the Clerk and work closely with our Deputy Clerk.

A detailed job description is available on our website.

Responsibilities:

As CAO you would be the chief policy advisor to Council, lead and supervise the Municipality's employees, and generally oversee the Municipality's affairs and resources, subject to legislation and Council policy and in cooperation with department heads.

Qualifications Sought

We are seeking candidates with the following qualifications:

- At least a Community College diploma in a field directly related to one or more municipal services, combined with some formal training in the field of management and human resources. A relevant University degree is preferred. Completion of the AMCTO Municipal Administration program would be an asset. An outstanding and directly relevant combination of equivalent formal education and experience may be considered.
- At least ten (10) years of municipal experience with five (5) years of experience in a senior municipal supervisory position, ideally as CAO. Some experience with the statutory duties of Clerk would be a definite asset.
- Thorough knowledge of legislative requirements related to Ontario municipalities
- Significant experience in the areas of strategic planning, human resources, community economic development, project management, and policy development
- A strong record of fostering teamwork, providing reliable leadership, delegating responsibility effectively, and developing employee skills
- A demonstrated high level of skill in planning and organizing operations, projects, and human resources
- A record of earning the trust of Council, employees, and community organizations
- Oral and written communication skills including listening, courtesy, tact, discretion, persuasion, negotiation, and presentation skills

- Effective decision-making, including unquestionable integrity, good judgment, useful analysis, sensitivity to financial and community parameters, and a results-oriented problem-solving approach
- Valid Ontario Class 'G' Drivers License in good standing.

To Apply:

Please submit your resume and a letter of interest electronically, either in pdf or Microsoft Word format, to caosearch@town.minto.on.ca

NO LATER THAN 4:00 p.m. on Monday, August 9, 2010

Your application will be considered with complete confidentiality. We thank all applicants for their interest. Only those applicants selected for an interview will be contacted.