



We are currently hiring for the position of
Chief Administrative Officer/Clerk/Treasurer
Join Our Team!

Job Summary

Nipigon is currently seeking a highly motivated and qualified individual to fill the position of CAO/Clerk/Treasurer. Reporting to Council, the successful candidate will provide administrative leadership and oversee the effective and efficient delivery of municipal services; direct the overall planning, direction, administration and control of all municipal departments and operations in accordance with the objectives, policies and plans approved by Council and in compliance with various legislation; and perform the statutory duties of municipal clerk.

The successful candidate will receive a competitive starting salary within the range of **\$90,000-\$105,000**, commensurate with qualifications and experience, coupled with an excellent benefits package.

Organizational Status

The CAO/Clerk/Treasurer manages the Administration Department and oversees all other municipal departments.

Essential Duties and Responsibilities

1. Programs/Services:
 - a. Provide administrative leadership and coordinate the effective and efficient delivery of municipal services.
 - b. Coordinate the development and implementation of short- and long-term operative plans and strategies for the municipality.
 - c. Ensure that effective and efficient management systems and practices are in place across the organization.
 - d. Direct the development, implementation, and administration of strategic objectives, planning priorities, policies, and programs in accordance with applicable by-laws, legislation, regulations, and Council direction.
 - e. Keep up to date on all municipal operations through frequent meetings with senior staff for the coordination of activities, formulation of recommendations concerning policies, plans, budgets, and the effective implementation of the same.

- f. Research, analyze and/or obtain advice from solicitors, consultants, and government ministries as deemed necessary.
 - g. Prepare and present recommendations to Council concerning administrative and operational issues that require Council direction.
 - h. Ensure that agendas are prepared and distributed in a timely manner and that the minutes accurately reflect the proceedings and resulting decisions.
 - i. Review and approve all staff reports, draft motions, by-laws and policies prior to their inclusion on the Council meeting agenda.
 - j. Coordinate and manage correspondence to and from the Council including reports from other agencies. Communicate the decision of Council with respect to correspondence and/or other report items to the appropriate staff member, agency, and/or general public.
 - k. Ensure records, by-laws and municipal documentation are kept properly and that retrieval systems are in place for all important papers and documents.
 - l. Report, as required, to Council on the effectiveness of policies and programs and recommend measures to enhance these to better achieve the objectives of Council.
 - m. Establish liaisons and positive relationships with neighbouring municipalities, First Nations, various boards and committees.
 - n. Provide administrative advice to Council and ensure that they are informed of all critical issues and pertinent municipal business including major operations, projects, financial and planning matters. Ensure due diligence advice to Council.
 - o. Perform the statutory duties of the Municipal Clerk as well as those of the Election Returning Officer, Commissioner of Oaths, Division Registrar, and Issuer of Marriage Licenses.
 - p. Ensure compliance with various legislation including the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Workplace Safety and Insurance Act, and the Occupational Health and Safety Act.
2. Human Resources
- a. Oversee and direct senior management and administration staff and provide effective leadership to ensure efficiency and productivity.
 - b. Ensure the development, implementation and management of effective human resource management systems, policies and procedures.
 - c. Appoint, assess, discipline, and recommend the termination of Town employees in accordance with policies approved by Council.
 - d. Participate in CUPE contract negotiations, resolve grievances and disputes. Encourage a harmonious working relationship amongst all municipal employees.
3. Financial Resources
- a. Oversee and manage the overall formulation, administration and presentation of the annual operating and capital budget.
 - b. Direct senior management staff to optimize all potential revenue sources and maximize the effective and efficient use of resources.
 - c. Approve expenditures within spending limits authorized by Council and other expenditures in accordance with the municipality's procurement policy.

4. Material Resources

- a. Ensure the safety, maintenance and management of all municipal buildings, equipment and material resources.
- b. Ensure the security and integrity of all records related to municipal operations, including computer systems and data.

Required Education / Work Experience

- A post-secondary degree or diploma is required, preferably in public administration, accounting, or a related municipal field.
- A minimum of five years of direct management experience is required, generally in a field which provides broad familiarity with municipal operations.
- An AMTCO, CPA, CMO or any other related designation and the completion of associated management and supervision courses is preferred. An ongoing commitment to continuous professional development is required.
- Comprehensive knowledge of management practices and principles, municipal operations, related regulations, and applicable legislation.
- Experience in business management, planning, budget, finance, and human resource management.
- Comprehensive knowledge of the Occupational Health & Safety Act.

Skills and Abilities

- Demonstrated strong leadership and organizational skills with the ability to manage change, improve department effectiveness/efficiency, and to direct and motivate multiple employees.
- Excellent networking and interpersonal skills to interact with Council, Committees, senior government officials, management staff, and members of the public. These skills are required to represent the municipality and maintain its prestige and image as well as to provide direction and leadership within.
- Self-control, flexible thinking, emotional regulation, self-awareness, self-monitoring, and ability for growth are all required skills.
- Excellent problem solving, analytical/critical thinking, conflict management abilities, decision making, and negotiation skills in a complex environment.
- Excellent verbal, written and formal presentation skills.
- Excellent time management, planning and prioritizing skills to organize and prioritize work in order to meet deadlines.
- Ability to make decisions and identify plans and policies related to the efficient delivery of services and the overall financial well-being of the municipality.
- Working knowledge of municipal finance and treasury duties as well as the ability to communicate that knowledge to Council, citizens, and government agencies.
- Excellent computer skills with the capacity to promptly learn new computer software programs relevant to the proper management of the municipality.

Work Demands / Environment

- Work in a comfortable office environment with frequent interruptions from Council members, the public and staff. The position requires a high level of activity with numerous year-round deadlines. Considerable opportunity exists for stressful interaction with members of the public. There is continuous pressure to identify the needs and balance the priorities of Council, staff, and other agencies. Responsibilities associated with providing leadership on policy and procedural matters, maintaining safe working conditions and a productive workforce, and presenting an ongoing positive image of the municipality all contribute to a stressful environment.
- Control Over Work Schedule
 - Required to attend all Council meetings and possible Committee meetings, which may be convened outside of normal working hours.
 - The work schedule is subject to shifting priorities of Council and deadlines imposed by legislation or municipal policy.
 - Travel outside of the community is occasionally required for the advancement of municipal business and/or workshops and conferences.

Other

The statements contained in this job description reflect the general details necessary to describe the principal duties and responsibilities, the education and work experience, and the skills and abilities required. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned as well as work in other departments to cover absences, provide relief, equalize peak work periods, or balance workloads.

To Apply

To express an interest in this rewarding, challenging opportunity in confidence, submit your cover letter, résumé, and three (3) professional references no later than **Tuesday, April 30th at 4:00 pm EST** via email to Linda Berube, Deputy Clerk-Treasurer at lindaberube@nipigon.net. We thank all those who express an interest, however only those chosen for further development will be contacted.

The Township of Nipigon is committed to accommodating all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process.