

## The Municipality of West Perth Employment Opportunity **Chief Administrative Officer – Permanent, Full Time**

The Municipality of West Perth is seeking qualified applicants for the position of Chief Administrative Officer (CAO). The position is coming available due to the retirement of the current CAO. Located in Southwestern Ontario, West Perth is a thriving, caring community that offers diverse opportunities to live, work, and play. With a population of 9,000, the community features a strong agriculture sector with significant contributions from other sectors including manufacturing, retail and services. The fully serviced community of Mitchell is the main population center of West Perth and there are opportunities for rural living in nearby hamlets and villages.

Reporting to the Mayor and Council, the CAO exercises general control and management of the affairs of the corporation for the purpose of ensuring the efficient and effective operation of the municipality. The ideal candidate will have the following qualifications:

- Demonstrated progressive experience and applicable knowledge of the management of a municipality or similar complex corporation.
- A relevant educational background that includes a University Degree in public administration, business administration or a related program or equivalent. Applicable post secondary education, certificate program(s) or professional accreditation(s) are an asset.
- Ability to work in a confidential, high-pace environment with high attention to detail.
- Strong interpersonal, leadership, supervisory, administrative, analytical, problem-solving, organizational, time management, human resources and municipal management skills.
- Demonstrated knowledge of municipal government processes and government relations
- The ability to attend evening meetings (generally three or four per month)

Annual salary to be negotiated based on a 37.5 hour work week. The position includes health and dental benefits and OMERS pension. For a complete job description or for more information about West Perth, visit [www.westperth.com](http://www.westperth.com)

Interested individuals having these qualifications are encouraged to email a cover letter and resume in PDF format marked **CONFIDENTIAL** by **4:30 PM, Wednesday May 10, 2023** to Karen DeHaan, HR Coordinator, [kdehaan@westperth.com](mailto:kdehaan@westperth.com) Inquiries about the position may be directed to Councilor Nicholas Vink, Chair of Executive Committee, at [nvink@westperth.com](mailto:nvink@westperth.com) or to arrange a phone call.

We thank all applicants who apply, however, only those considered for an interview will be contacted. It is the policy of the Municipality that all persons considered for employment are required to provide the Municipality with a criminal record check by the police force responsible for the jurisdiction of their residence. The Municipality of West Perth is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, West Perth will provide accommodations to all applicants with disabilities throughout the recruitment, selection and/or assessment process. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.