

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). 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.

Your Next Career Move

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.

What it Takes to do the Job

- 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.
- Demonstrated knowledge of municipal government processes and government relations, considered an asset.
- The ability to attend evening meetings (generally three or four per month).

What Will Set You Apart

We're eager to learn about your personal attributes, that will enhance our team in addition to your qualifications.

We are seeking someone who:

- Has the ability to build relationships.
- Is a confident, dynamic and effective communicator.
- Has the ability to be a strategic and critical thinker.
- Has the ability to be an outstanding leader that will motivate and develop a team.
- Has the ability to be flexible.
- Is an active member of the community.

Annual salary ranging from **\$140,107 to \$175,149** 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

Join the Team!

Interested individuals having these qualifications are encouraged to email a cover letter and resume to:

Ward & Uptigrove HR Solutions
Attention: Tonya Wilson
E-mail: HRresults@w-u.on.ca



Deadline to Apply: Thursday, October 3rd at 12:00pm

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.