



Township of Ignace

Job Description

Job Title:	Department:
Chief Administrative Officer	Office of the CAO
Reports to:	Deadline Date:
Township of Ignace Council	JULY 31 2024

POSITION SUMMARY

The Chief Administrative Officer (CAO) is the administrative head of the Township of Ignace and, as such, must ensure that the Township's policies and programs are duly implemented. The CAO is responsible for advising and informing the Council on the operation and affairs of the Township, performing the duties and functions and exercising the powers assigned to them by the Council and the Ontario Municipal Act. The CAO is the Council's sole employee.

CORE COMPETENCIES

- Excellent communications skills
- Strong leadership qualities
- Team player
- Excels at solution-based problem-solving
- High moral integrity and work ethic
- Innovative thinker
- Political acuity
- Budgetary and financial accountability
- Negotiator, mediator, mentor
- Organizer
- Strategic planner

QUALIFICATIONS

- Post-secondary degree in Public Administration, Business Administration, Planning, Engineering and/or a minimum of five years of senior administrative experience or an equivalent combination of education and experience in a municipal environment.
- Participation in, or completion of, the Certified Local Government Management Program or equivalent.
- Demonstrated knowledge of the *Municipal Act of Ontario* and related statutes.
- Committed to a safe and healthy workplace with proven human resources competency and clear understanding of the requirements of the *Ontario Occupational Health Act* & associated regulations.
- Ability to provide strong futuristic leadership with a strong belief in delegating authority and responsibility.

- Strong management, analytical and interpersonal skills with the ability to use tact, diplomacy, and mature judgment.
- Invested in and involved in the success of the community.
- Proven ability to cultivate effective working relationships with other employees, elected officials and the general public.
- Valid class “G” Ontario Drivers Licence.
- Any additional leadership, public services, or business administration training is considered an asset.

SALARY RANGE

\$161,000.00 to \$181,000.00

*Please submit your letter of interest, profile and curriculum vitae, detailing your professional and municipal experience, no later than July 31, 2024 to the lead. **A full package from the Township will be emailed to all interested parties.***

**Please note that this deadline could change if a suitable candidate is found.

Mr. Andrew Sprunt

Project Lead

projectlead@ignace.ca

1-613-639-9639 or leave message at 1-807-934-2202

Township of Ignace

34 Main Street (Hwy 17)

PO Box 248,

Ignace, ON P0T 1T0

Phone: 807-934-2202

Email: info@ignace.ca

Hours of Operation

Monday - Thursday - 9:00 a.m. - 4:30 p.m.