



**The Corporation of the Township of Brock**  
1 Cameron St. E., P.O. Box 10, Cannington, Ontario L0E 1E0  
Telephone: (705) 432-2355 | [townshipofbrock.ca](http://townshipofbrock.ca)

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Full Time Permanent  
**Chief Administrative Officer**

The Corporation of the Township of Brock, with a population of 12,000, is primarily a rural municipality situated on the shores of Lake Simcoe that is home to three unique urban centres (Beaverton, Sunderland and Cannington) plus an array of other mostly rural and shoreline residents. Though we are small in terms of population, we do offer a convenient proximity to major urban centres including Toronto, Barrie, Orillia, Peterborough, Kawartha Lakes and, of course, the other municipalities in the Region of Durham. We also have a team in place that is dynamic and forward thinking that only needs an administrative leader to take them to the next level. The Chief Administrative Officer is responsible to the Mayor and Council for the effective planning, organizing, direction and overall management of the staff and resources within established policies, bylaws and provincial legislation. This position serves as the principle policy advisor to Council. In that capacity, he/she will administer and implement Council directions and decisions. Examples of duties include the following:

- Prepares written reports and recommendations to Committee and Council as appropriate
- Ensures coordination of all municipal Human Resource functions including recruitment, benefits, training and development, labour relations etc.
- Provides outstanding leadership to all municipal staff
- Provides effective communications and maintain positive relations with Council, staff, community representatives, the general public as well as other municipal, provincial and federal officials
- Utilizes and accounts for all financial and capital resources
- Delivers effective general administration and oversight of all municipal operations

The candidate we are looking for will have appropriate post-secondary education together with a minimum of 7 years progressively responsible leadership experience in relevant municipal roles. We also seek someone with exceptional written and verbal communication skills and the ability to relate effectively with members of the public, staff and political representatives. Most important of all is that we are looking for a true municipal leader who will serve to inspire everyone they come into contact with.

The Township of Brock is prepared to offer the ideal candidate a competitive salary, commensurate with experience and qualifications. Interested applicants are invited to submit a covering letter and resume addressing how the qualifications are met, marked confidential, by no later than **4:00 p.m. on Friday, September 20, 2019** to:

**Garth Johns**  
**Chief Administrative Officer**  
[brock@townshipofbrock.ca](mailto:brock@townshipofbrock.ca)

The Township of Brock is an equal opportunity employer committed to diversity and inclusion within the workplace. We will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require accommodation at any time throughout the recruitment process, please contact Becky Jamieson in advance at: [brock@townshipofbrock.ca](mailto:brock@townshipofbrock.ca)

We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act and will be used to determine eligibility for potential employment.

This document is available in alternate formats upon request.  
Please contact the Clerk's Department at 705-432-2355.