



Mississippi  
Mills

The Municipality of Mississippi Mills is seeking a qualified and experienced leader to fill the position of Chief Administrative Officer. Mississippi Mills, located adjacent to the Nation's Capital, offers a true gift of community that resonates throughout the scenic rural areas, the town of Almonte and the villages of Appleton, Blakeney, Clayton and Pakenham.

**CHIEF ADMINISTRATIVE OFFICER (CAO)  
(Posting MM2019-001)**

Reporting to Council, the CAO will provide strategic leadership to 7 senior level staff and 125 dedicated employees. You will provide effective advice and support to Council on corporate activities and the business affairs of the Municipality, in compliance with by-laws, policies and statutory requirements. You lead others with a collaborative and open style that reflects upon your ability to both engage and work successfully with staff, council, and the community. You are a visionary and an innovator with a track record of demonstrating your commitment to people development and continuous organizational improvement.

The successful candidate will have a university degree in public administration, political science, or related discipline with a minimum of 10 years progressive experience including 3 to 5 years in a management role, preferably in a public sector. An equivalent combination of education and experience in the related field will be considered. Designation as an AMCT or CMO professional is preferred. The Municipality offers competitive remuneration in the range of \$115,110.74 to \$141,500.50 and complimented by an excellent benefit package.

Qualified candidates are invited to submit their applications in PDF format in confidence by email to Lanark County at [jobs@lanarkcounty.ca](mailto:jobs@lanarkcounty.ca) no later than Friday March 8, 2019. The Municipality of Mississippi Mills wishes to thank all candidates for their interest; however, only those selected for an interview will be contacted.

The Municipality of Mississippi Mills is an equal opportunity employer and will accommodate the needs of applicants under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act* (AODA) throughout the hiring process.