



## EMPLOYMENT OPPORTUNITIES

The Town of Pelham is now accepting applications for the following position:

### **Chief Administrative Officer**

Reporting directly to Council, the Chief Administrative Officer will be responsible for leadership in the administration of all Town of Pelham municipal departments, employees and resources to support to the Mayor and Council in developing and implementing policy, strategy, and objectives that address the unique qualities and needs of the municipality. In so doing, the CAO will ensure that continued opportunities exist for broad public participation on issues that impact Pelham and its constituents. The CAO will be accountable to Council for such responsibilities, and pursuant to provisions of the *Municipal Act* and in accordance with Council policies and directives, the CAO will be responsible for while not limited to the duties outlined below.

#### **Duties:**

- Participate in the development of the Strategic Plan for the Town and report on the measurement of success;
- Establish internal directives, policies, and procedures including general administration, human resources, finances, community development, and operations to ensure the efficient and effective operation of the Town;
- Provide appropriate advice, background information and briefing materials to the Mayor and Council in carrying out their range of responsibilities. Play an active role on Council Committees and Commissions as requested;
- Attend all Council and Committee meetings and research and prepare reports for both Council and Committees of Council;
- Support the Mayor and Council in the development of an annual Business Plan which clearly identifies the operational and capital priorities for the next fiscal year, outlining generally how the Strategic Plan will be implemented through municipal staff;
- Develop and maintain an effective organization structure for the municipal staff that reflects operational needs and is directed towards accomplishing the objectives established in the Corporation's Strategic/Business Plan;
- Through the senior management team, ensure that there is a clear definition of the responsibility of each employee, effective programs in place to foster the development of the skills and abilities of Corporation personnel and a system of measurement of employee performance;
- Through the senior management team, ensure the effective functioning of all municipal operations and the Council policy is implemented, objectives are achieved and programs operate within approved funding limits;
- Represent the Municipality with citizens, community groups, developers, commercial interest, and with Provincial and Federal government agencies;

#### **The successful candidate will possess the following:**

- Requirement of at least 10 years municipal government experience at a senior level

- Post graduate certification in a related field such as Public Administration, Business, Accounting, Planning or related with Certified Municipal Officer (CMO) designation preferred
- Strong demonstrated understanding of municipal operations and legislation including municipal finance, development, capital infrastructure works
- Strong interpersonal, problem-solving and communication skills
- Procedures – Municipal Acts, by-laws and policies
- Technology – working knowledge of a computer and any relevant municipal software systems
- Working knowledge of every municipal department and their function

Resumes must be submitted directly to Brianna Langohr, Human Resources & Health and Safety Coordinator at [hr@pelham.ca](mailto:hr@pelham.ca) by 4:30 pm on Friday, April 12, 2019. Submissions are accepted under Career Opportunities under the Town Hall menu.

In accordance with the *Accessibility for Ontarians with Disabilities Act*, if you require this document or any additional documents in an alternative format, please contact our office at 905-892-2607, ext. 315. Should you require any special accommodations in order to apply for a position or interview for a position with the Town of Pelham, we will endeavor to make such accommodations.

We thank each applicant for taking the time and effort to submit their resume, however, only candidates to be interviewed will be contacted. In accordance with the *Municipal Freedom of Information & Protection of Privacy Act*, all information is collected under the authority of the *Municipal Act, 2001*, and will only be used during the selection process for the subject posting.