Chief Administrative Officer (CAO)/Clerk

The Municipality of Morris-Turnberry is seeking a highly motivated and qualified individual to fill the position of CAO/Clerk. The position will be a full time, permanent position. Due to a retirement, the Municipality is currently recruiting for a CAO/Clerk to lead our team.

The Municipality of Morris-Turnberry is a rural municipality in the north-east corner of the County of Huron, with a population of approximately 3,500 residents. Featuring rich farmland and commercial and industrial developments, the municipality prides itself on being a great place to live, play and work. To learn more visit: www.morristurnberry.ca

Duties will include:

- Lead a management team in the implementation of Council decisions.
- Engage and inspire Council and staff
- Provide progressive policy and strategic advice to Council.
- Perform the statutory duties of the Clerk, including running municipal elections.
- Manage the operations of the municipality in a responsible and cost effective manner.
- Manage the economic development activities of the municipality.
- Oversee the Human Resources functions of the Municipality.

The preferred candidate will have the following qualifications:

- At least eight years of experience working in a municipality;
- A successful record of at least four years of progressive successful leadership, collaboration, integrity, innovation and staff development as a senior manager, preferably in the municipal sector;
- Experience as a CAO or Clerk is considered an asset;
- A degree or diploma in Public or Business Administration or a related field is considered an asset.
- CMO or equivalent municipal designation or equivalent experience;
- Extensive knowledge of all relevant Ontario municipal statutes;
- Experience in the areas of Municipal Planning, Municipal Elections, Parliamentary Procedure, Finance, Capital/Asset Management and the Municipal Drainage Act;
- Effective interpersonal skills and the ability to build strong working relationships with all key stakeholders;
- Strong written and oral communication skills;
- Innovative leader with a team approach;
- Strong problem solving, computer, organizational and presentation skills;
- Valid Ontario Driver’s License, Class G, is required for work related travel.

The job description for the position is available for review on the Morris-Turnberry website: www.morristurnberry.ca

Morris-Turnberry offers a competitive remuneration package including OMERS and an attractive Health Benefit Plan. Should you be interested in a rewarding career, please submit your resume and cover letter in confidence by 4 pm Thursday, September 20th, 2018 via e-mail or regular mail to:

Nancy Michie
Administrator Clerk-Treasurer
41342 Morris Road
PO Box 310,
BRUSSELS, ON NOG 1H0
Telephone 519-887-6137 Ext 21
Email: nmichie@morristurnberry.ca

This advertisement will be an internal/external posting.
We thank all applicants for their interest in this position; however only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection Act, personal information is collected under the authority of the Municipal Act and will be used only for the purpose of candidate selection.