



## **Town of Iroquois Falls Employment Opportunity Chief Administrative Officer**

Reporting to Council, the Chief Administrative Officer (CAO) will provide administrative leadership and oversee the effective and efficient delivery of municipal services; direct the overall planning, direction, administration and control of all municipal departments and operations in accordance with the objectives, policies and plans approved by Council and in compliance with various legislation; and, perform the statutory duties of municipal clerk.

Required education and work experience:

- Post-secondary Degree or Diploma, preferably in Public Administration, Accounting, or a related municipal field.
- A minimum of five years of direct municipal management experience is required, generally in a field which provides broad familiarity with municipal operations.
- An AMCTO, CMO or any other related designation and the completion of associated management and supervision courses is preferred, unless obtained through previous education and experience. An ongoing commitment to continuous learning/training is required.
- Comprehensive knowledge of management practices and principles, municipal operations, and legislation.

The Town of Iroquois Falls offers a comprehensive compensation and benefit package commensurate with experience. Please visit our website at [www.iroquoisfalls.com](http://www.iroquoisfalls.com) to view the full job description of the position.

Interested and qualified candidates are invited to submit a detailed résumé **by Tuesday, December 15<sup>th</sup>, 2020, via email** at [hr@iroquoisfalls.com](mailto:hr@iroquoisfalls.com) or mail to:

Town of Iroquois Falls  
Attn: Clerk-Administrator  
PO Box 230; 253 Main Street  
Iroquois Falls, ON P0K 1G0

We thank all applicants for their interest and advise that only those considered for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information will be collected for the principal purpose of determining an applicant's eligibility for potential employment.

The Town of Iroquois Falls is an equal opportunity employer. Accommodation for an applicant with a disability will be provided upon request.