



The Township of Dubreuilville, located in the Algoma District, north/west of Sault Ste Marie, Ontario, is seeking an experienced municipal professional to join our team as...

CHIEF ADMINISTRATIVE OFFICER-CLERK / DEPUTY-TREASURER

Reporting directly to the Council, the CAO-Clerk / Deputy-Treasurer will be responsible for the following:

- Providing leadership and management of the township; and
- Overseeing and coordinating the day-to-day administration of the township and its staff; and
- Overseeing and monitoring the sound fiscal management and legislative compliance; and
- Performing all the statutory duties of the Clerk; and
- Working effectively with elected municipal leaders, building positive and collaborative relationships and advocating with other levels of government.

The successful candidate will possess the following:

- Post-secondary education in administration with AMCT/CMO designation or equivalent combination of education and/or experience would be considered an asset; and
- Municipal experience and/or equivalent at a senior management level; and
- Broad knowledge of overall municipal operations and finances; and
- Natural leadership abilities with a sense of vision and a commitment to the community; and
- Proven communication, public relations, interpersonal and supervisory skills; and
- Ability to function in a computerized environment; and
- Excellent organizational and time management skills; and
- Must be fully bilingual both oral and in writing (French/English).

A full job description is available upon request.

The salary range for this position will be commensurate with qualifications and/or experience with comprehensive benefit package.

To further explore this prominent position within the community of the Township of Dubreuilville, please send a resume, along with a cover letter no later than Thursday, January 12, 2012 at 4:00 p.m. to the attention of:

Shelley B. Casey
Treasurer/Tax Collector
Acting CAO/Clerk
Corporation of the Township of Dubreuilville
23 Pins Street
P. O. Box 367
Dubreuilville ON P0S 1B0
Tel.: 705-884-2340 x28
Fax: 705-884-2626
Email: scasey@dubreuilville.ca