



Requires a

Chief Administrative Officer/Town Manager

The Town of Erin, encompassing the former Township of Erin and Village of Erin, borders on the Greater Toronto Area but enjoys life in the country. Located 40 minutes west of Toronto and 20 minutes from Guelph, the Town offers a delightful blend of active farms, residential estates, historic villages, trails and tourism. Our steadily growing population of almost 12,000 has high average household incomes and an active business environment. The Town manages two municipal water systems, 300 kilometers of municipal road, and a variety of recreation facilities.

Learn more about us at: www.erin.ca

We have an excellent career opportunity for the right municipal professional. Reporting directly to the Mayor and Council, the CAO is responsible for providing vision and leadership and for administering, planning, organizing, directing and controlling all Municipal operations and services in accordance with Municipality policies and relevant legislation. Responsible for the management and stewardship of assets, business and the financial health of the Municipality, the CAO provides high level representation to government, media, community and public organizations, and directs planning processes to ensure the ongoing development of the community. The CAO also attends council meetings and manages the relationship between the elected officials and staff.

We are seeking candidates with the following qualifications:

- University Degree in municipal administration or related relevant program. Certified Municipal Officer Designation.
- Minimum 12 years of directly related experience, including experience in a municipal setting.
- Minimum five years of management experience in a municipality or equivalent local board, either as a CAO or as a department head with a substantial number of reports and frequent contact with Council.
- Thorough knowledge of legislative requirements related to Ontario municipalities.
- A strong record of leadership, including team-building, staff development and effective supervision.
- Effective decision-making, including integrity, good judgment and analysis, sensitivity to financial and community parameters and a results-oriented problem-solving approach.
- A demonstrated commitment to customer service and economic development.
- Excellent oral and written communication skills including courtesy, tact, discretion, negotiation, and presentation skills.

This position offers a comprehensive benefit package and a salary range of: \$118,276 - \$138,372.

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #010-17 by February 17 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9.
E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. If you require specific information please contact andreal@wellington.ca **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The Town is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.

