



JOB OPPORTUNITY CORPORATION OF THE TOWNSHIP OF TYENDINAGA

CAO / Clerk-Treasurer

The CAO /Clerk-Treasurer will perform the statutory operational and advisory duties as senior manager of the municipality - within the guidelines of appropriate legislation and policy. The successful applicant will provide advice to Council to assist in sound decision making, and ensure policies and procedures are completed with professionalism and accuracy. The successful applicant will lead a staff of thirteen employees in a manner that is respectful, honourable and with a Township first philosophy.

DESIRED QUALIFICATIONS & EXPERIENCE

- College or University qualification in Public Administration or related discipline
- Minimum 5 years' experience in a similar role
- Demonstrated background in budgeting, preparing financial reports and general accounting principals
- Knowledge of the fundamentals of municipal taxation
- Demonstrated organizational, communication and management skills
- Demonstrated background in human resources
- Demonstrated experience in project management and team leadership

Pay Level - \$82,000 - \$94,000 per annum (under review) depending on experience

Job Description (under review) available upon request. Closing November 30, at 4 pm. Please submit applications to the Tyendinaga Township Municipal Office at 859 Melrose Rd to the attention of Steve Mercer.

clerk@tyendinagatownship.com

We accept all resumes, however, only those contacted for an interview will be acknowledged. The Township conforms to all Municipal Freedom of Information and Protection of Privacy Act requirements