



EMPLOYMENT OPPORTUNITY

THE TOWNSHIP OF EAST GARAFRAXA is now accepting resumes for CHIEF ADMINISTRATIVE OFFICER

Situated in the south-west of Dufferin County, East Garafraxa is a rural community and home to a variety of small businesses and agricultural pursuits with a population of approximately 2,500. East Garafraxa offers the appeal of country living in a rural setting for our residents with an easy commute to Orangeville and surrounding areas, the north-west GTA, the Waterloo Region and Guelph.

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is responsible for the strategic leadership and efficient delivery of all the Municipality's administrative and operational services. As the key advisor and liaison to Council, the CAO will develop and implement operations, plans and ensure alignment with Council's Vision, Mission, Values and Strategic Priorities. The CAO will recommend policies, plans and programs that benefit residents by employing innovative, accountable and fiscally sound techniques, to enhance growth and development in the community as well as ensure the effective utilization of resources. Other duties include Human Resources Management, contract administration, administering requests under the Municipal Freedom of Information and Protection of Privacy Act, managing Council meetings, and performing the statutory duties of the Municipal Clerk in the Clerk's absence.

Leading a dedicated staff team, this position guides and inspires a motivated workforce and helps foster a workplace culture focused on service excellence, innovative thinking, and teamwork while positioning East Garafraxa as a community and employer of choice.

The successful candidate will have the following qualifications:

- Post-Secondary degree in Public Administration, Business Administration, Planning, Engineering and/or related field;
- Completion of AMCTO Certified Municipal Officer (CMO), or equivalent;
- 10 years of progressive experience in the municipal sector working with elected officials including 5 years of experience in a senior leadership/executive level role;
- Excellent communication and interpersonal skills to interact with management and staff, Council, senior government officials and community stakeholders.
- Ability to make public presentations sometimes concerning delicate or controversial subjects;
- Leadership and understanding of municipal operations and legislation;

East Garafraxa offers a competitive salary, an excellent benefits package and an RRSP plan.

The salary range for this fulltime position is \$138,478 - \$162,000 (2022 Salary Grid), the Job Description is available on the Township website at the following link: [Jobs - Township of East Garafraxa](#)

Regular Hours of Work: 37.5 hours per week.

Interested applicants are invited to submit a cover letter and resume, quoting file number 2022-04 by 4:30 p.m. on Friday, July 8, 2022 to:

Township of East Garafraxa
Attention: Susan Stone, CAO/Clerk
Administration Office
065371 Dufferin County Road 3, Unit 2
East Garafraxa ON L9W 7J8
E-mail: sstone@eastgarafraxa.ca
Dated: June 9, 2022

Applicants must comply with Township COVID policies and Vaccination policies, as amended from time to time.

We thank all who apply, however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility. The Township of East Garafraxa is an Equal Opportunity Employer and is committed to an inclusive, barrier-free recruitment and selection process. If you require an accessible format, please email sstone@eastgarafraxa.ca or call 226-259-9400 extension 202. If you are contacted regarding this position, please advise of any accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.