



Job Posting: 2018-01
Chief Administrative Officer / Economic Development Manager
Permanent: Full-time
Department: Administration
Compensation Package: Commensurate with Experience and Qualifications

Black River-Matheson, population of approximately 2500, is the ideal place to settle within the pristine area of Northern Ontario. With affordable location and away from the fast pace of city life, this municipality offers a wide range of accessibility to natural resources and an easy reach to most of the amenities of a larger urban centre, but at a fraction of the cost. Black River-Matheson is a friendly, bilingual and motivated community within which to raise a family and set down roots.

Within the Township of Black River-Matheson, through effective and active communications in combination with positive community building efforts, Black River-Matheson is a strong, vibrant and united community. Residents are engaged in making their community the best place to live and businesses are provided with the opportunity and environment to grow and thrive. Through team work, accountability, environmental sustainability, transparency, Aboriginal synergies and proper leadership we offer a thriving and supportive workplace setting that promotes innovative community building.

The Municipality of Black River-Matheson is looking to fill the position of Chief Administrative Officer/Economic Development Officer who, under the direction of Council, will be the principle policy adviser to council and responsible for the efficient administration of all departments including economic development. The individual will provide leadership, promote harmony and stimulate work performance in support of Council's approved strategic plan. The candidate will ensure the provision of a competent workforce, manage and control the business affairs of the municipality in compliance with the federal and provincial legislation as it affects the administration of the municipality. The candidate is also responsible for the administration, planning, implementation and promotion of the economic development of programs and projects in accordance with approved policies and procedures of municipal Council, and as well as the development and marketing of the Municipality of Black River-Matheson. The ideal candidate should have business acumen and the ability to collaborate, build teams and manage change. This position will advise on policy questions and refer major policy matters to council for final decision. The Chief Administrative Officer/Economic Development Officer must possess the following:

- University degree in public administration, political science or related discipline and/or demonstrated related work experience and economic development certification or equivalent proven experience
- Minimum 5 years progressive experience in municipal government
- Five years of progressive experience in a management role, preferably in

business and public administration.

- Bilingualism in French and English would be considered an asset;
- Excellent interpersonal, organizational, planning, time management, team building and problem-solving skills;
- Proficient in use of software programs including MS Office Suite and Vadim Software
- Familiar with the Municipal Act, Municipal Conflict of Interest Act, Municipal Information and Protection of Privacy Act, Planning Act, Drainage Act, budgets, finance as well as experience in all aspects of human resources management;
- Ability to think strategically and critically;
- Leadership skills in developing, researching, identifying, formulating and implementing long term and short term economic strategic plans with marketing and business development for the Municipality;
- Interested in residing in and becoming an active member of the community of Black River-Matheson;

A detailed job description is available from the Clerk/Treasurer and all requests, inquiries and discussions will be handled in total confidence.

If this describes your next career progression, please send your resume, including cover letter to:

Ironside Consulting Services Inc.
155 Ironside Drive
Prince Township, Ontario
P6A 6K4
Attention: Antoinette Blunt, President
Office: 705-779-3223
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Toll Free: 1-866-881-0003
Email: ironsideconsult@xplornet.com
Web: www.ironsideconsulting.com

Competition closes at 4:30 p.m. on Friday February 9, 2018.

OUR VISION: "Through effective and active communication in combination with positive community building efforts, Black River-Matheson will be a strong, vibrant and united community. Residents will be engaged in making their community a better place to live and businesses will be provided with the opportunity and environment to grow and thrive"

We thank all the applicants for their interest, however, only those selected for interview will be contacted.

The Township of Black River-Matheson is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection process and providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. Accommodations may be provided in all parts of the hiring process.