



CHIEF ADMINISTRATIVE OFFICER

TOWNSHIP OF IGNACE, ONTARIO

The Township of Ignace has a population of 1,250 and is strategically located along the TransCanada Highway and the Canadian Pacific Railway. The Township is approximately 250 km northwest of Thunder Bay, 110 km southeast of Dryden, and 450 km east of Winnipeg.

Ignace is situated in the heart of Ontario's "Sunset Country", and is the starting point of Ontario's most northerly highway, Highway 599, which provides access to a number of municipalities and a large number of First Nation communities and access to the Ring of Fire, a mineral-rich area in northern Ontario.

The Township is preparing for future economic opportunities associated with potential access to the 'Ring of Fire' and the Township is a candidate for a deep geologic repository for used nuclear fuel. These projects have the potential to increase the Township's population and develop the Ignace economy considerably.

The Opportunity

The Chief Administrative Officer (CAO) will be a collaborative leader and key adviser to Ignace's 5-member Council in developing, revising and implementing policy, plans, strategies and programs that address the needs of the Township. The CAO will lead a team of more than 15 full-time managers and staff in administration, building & municipal law, economic development, emergency services, financial services, public works, economic development and recreation. The CAO will be responsible for a \$6 million operating budget and a \$1 million capital budget.

Desired Competencies, Qualifications & Experience

- Energetic, outgoing, positive team builder with strong public speaking, report writing, employee and media relations skills and experience, skilled in engaging with residents, businesses and community leaders and providing excellent customer service.
- Experienced in strategic and visionary leadership, customer service, motivation, teambuilding, financial management, human resources, labour relations, strategic/business planning and reporting directly to a board of directors or municipal council.
- Post-secondary education and five or more years of experience as a municipal CAO or senior leader in a public, private or not-for-profit, multi-service organization of similar size and scope. A love of the outdoors, in interest in the northern Ontario lifestyle and/or experience working in a rural community where natural resources, business services and tourism are primary economic drivers would be an asset.

To express interest, please forward your cover letter and resume by July 10, 2020 to:

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