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Invites Applications for the Position of

Chief Administrative Officer/Clerk – Municipality of Whitestone

Located on the Canadian Shield within Parry Sound District, the Municipality of Whitestone is a sparsely populated area with many lakes and rocky shorelines, dominated by white pine trees. These features, together with its proximity to Southern Ontario, make the area an appealing recreation and retirement community. Formed in 2000, the Municipality united Hagerman Township with the Townships of Burton, East Burpee, McKenzie, Ferrie and part of the Township of Croft. Seasonal residents provide 80% of the tax assessment for the Municipality, demonstrating the community's success in attracting recreation opportunities. Whitestone also features a strong rural /agricultural community, as well as outstanding volunteer support for community programs and activities.

The Municipality of Whitestone is looking for a confident leader with great people skills who is able to collaborate, make decisions, and communicate effectively. He/she will be a strategic thinker with professional knowledge and strong work experience. The ideal candidate will be comfortable with municipal government, including municipal Clerk responsibilities such as election experience. He/she will have a solid background with business, financial, and administrative functions, combined with political acumen, and a passion for the community.

Specific Requirements

- Ability to provide effective leadership to the Municipality of Whitestone's senior management team through proven mentorship and management skills.
- Excellent listening skills and outstanding verbal and written communication skills in keeping the public, Council and staff well informed.
- A proven ability to work in the area of community and economic development in a manner consistent with the character of the community and its strategic plan.
- Willingness to spend time in the community observing and mentoring Whitestone staff, contractors, and volunteers.
- The new CAO/Clerk must have knowledge of areas of service delivery with a view to improving service delivery and cost effectiveness.
- Proven experience to collaborate with other levels of government, agencies and neighbouring municipalities to achieve shared goals.
- The new CAO/Clerk will build on the professional and respectful relationship with members of Council, staff and the community.
- Post-graduate degree in a discipline related to management in the public sector, a Master's degree and/or progressive leadership with extensive experience will be an asset

Compensation

The job rate (currently under review) for this position is commensurate with education and experience in the municipal field. In addition, the Municipality of Whitestone offers a full employee benefits program.

For a detailed candidate profile and to explore this exciting opportunity in strict confidence, e-mail or call Tracey McQueen of Tim L. Dobbie Consulting Ltd. at tracey@tdobbie.com or 905-637-0000. To submit resumes email resumes@tdobbie.com by February 1st, 2018.

We thank all applicants and advise only those to be interviewed will be contacted directly.

“WHITESTONE, A PERFECT PLACE TO LIVE, WORK & PLAY”