

**WEST LINCOLN**

**Located in the Heart of Beautiful Niagara  
CHIEF ADMINISTRATIVE OFFICER**

Working within our “Vibrant Tomorrow” Strategy of People, Place and Prosperity and Committing to our Values of Integrity, Respect and Service – Do you possess the knowledge, skills and experience to be considered for the position of Chief Administrative Officer in one of the fastest growing communities in the Niagara Region.

West Lincoln Township is located at the westerly end of the Niagara Peninsula in the Regional Municipality of Niagara. The largest urban area, being the Town of Smithville, also known as the “Heart of Niagara”, is nestled halfway between the City of Hamilton and the City of Niagara Falls, just south of the Queen Elizabeth Way (QEW). With a population of approximately 14,500, West Lincoln has a mix of a rural and an urban setting in a unique local economy that blends residential, industrial, commercial and agricultural properties. For more information see [www.westlincoln.ca](http://www.westlincoln.ca).

**With a population projected to double in the next 25 years, West Lincoln has an exciting and aspiring future and is seeking a dynamic and inspirational leader and strategist to lead the Corporation.**

Reporting to the Mayor and Council, the CAO oversees and leads the operation of the Township and its dedicated workforce. The CAO is responsible for making recommendations to Council on a broad range of policies, strategic and administrative issues and for ensuring that Council's directions and decisions are effectively operationalized. As an experienced leader, you will have a successful track record in community services, financial management, human resources (policy development/implementation, negotiation, collective bargaining and conflict management), service level/operational reviews, project management, change management and a clear understanding of federal, provincial and municipal legislation, public sector accounting and strategic planning. You will also be responsible to promote the Township and seek out development/investment initiatives as well as facilitate the development and retention of existing local businesses.

This position requires Post Secondary level education including a recognized degree in business or public administration, commerce or other related field, with at least seven to ten years of progressively more responsible management experience in a municipal environment and knowledge of municipal government.

The Township of West Lincoln offers an attractive benefits package and salary. Interested applicants are invited to submit a letter of application outlining their qualifications and experience, as well as a detailed resume no later than **Friday, September 15, 2017 at 4:30 p.m.** to the attention of:

Joanne Scime, Deputy Clerk  
Township of West Lincoln  
318 Canborough Street, P.O. Box 400, Smithville, ON L0R 2A0  
Fax (905) 957-3219 or by email [jscime@westlincoln.ca](mailto:jscime@westlincoln.ca) (Subject Line: CAO)

We thank all those applicants who apply and advise that acknowledgement will only be forwarded to those applicants who are invited for an interview. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

In accordance with the Accessibility for Ontarians with Disabilities Act, if you require this document or any additional documents in an alternative format, please contact our office at 905-957-3346. Please know that should you require any special accommodations in order to apply for a position or interview for a position with the Township of West Lincoln, we will endeavor to make such accommodations.