

**WEST LINCOLN**

**Located in the Heart of Beautiful Niagara**

**CHIEF ADMINISTRATIVE OFFICER**

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 St. Catharines, just south of the Queen Elizabeth Way (QEW). With a population of approximately 14,500, West Lincoln is a mix of a rural and an urban setting in a unique local economy that blends residential, industrial, commercial and agricultural properties. West Lincoln offers something for everyone – the perfect blend of opportunities to raise a family, launch a business or enjoy retirement. For more information see [www.westlincoln.ca](http://www.westlincoln.ca).

Reporting to Township Council, the CAO oversees 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. Other duties include:

- Senior Leadership and Management;
- Strategic Financial and Operational Planning;
- Attendance at all regular and special meetings of Council and other meetings as requested by Council;
- Management and coordination of the Township’s Human Resources function;
- Coordination of the provision of special services (i.e. legal, audit, consulting);
- Relationship Building (Council, Employees, Stakeholders); and,
- Being a Strong Communicator.

As an experienced leader, you will have a successful track record in 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.

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, June 2, 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.