



## CORPORATION OF THE TOWN OF DESERONTO

### *Requires a* **CAO Clerk and/or Treasurer (Maternity Leave Coverage)**

**The Town of Deseronto is a small lower-tier Municipality with a population of approximately 1,800 located in the Southeast Corner of Hastings County on the Bay of Quinte.**

**Reporting directly to the Mayor and Council, the CAO Clerk and/or Treasurer will be responsible for:**

- Providing organizational leadership, direction to and coordination of department heads in the development, implementation and administration of the objective, policies and programs of the Council within relevant legislation and organizational policies.
- Performing the statutory duties of the position of Municipal Clerk and/or Treasurer in accordance with the Municipal Act.
- Advising Council in the development of public policy and ensuring that Council is provided with all relevant information necessary to make informed decisions.
- Undertaking and Supervising all accounting functions

**A complete job description is available upon request.**

**The Preferred Candidate will possess the following qualifications:**

- Post-Secondary Education in Finance or Administration.
- Certification in Municipal Administration such as CMO and AMCT.
- Five to ten years experience in a related municipal environment
- Comprehensive knowledge of government affairs, governing legislation and public responsibilities related to municipal government administration in Ontario.
- Proven administrative and managerial abilities in directing and overseeing the activities of several departments with wide ranging and diverse responsibilities.
- Strong financial background and ability to function in a computerized environment, proficient in the use of Microsoft Office and Great Plains/Diamond software.
- Thorough understanding of the local community's culture, its strengths, opportunities and challenges.
- Natural leadership abilities with a sense of vision and a commitment to the community.
- Proven communication, public relations, interpersonal and managerial skills, and ability to adapt management style to the needs of Council and the management team.

**Wage Range:** to commensurate with experience, excellent employee benefit package

**Qualified applicants are invited to submit a cover letter and resume in confidence by 4:00 p.m. on December 16, 2016, quoting "CAO/CLERK-TREASURER", to the attention of:**

Ellen Hamel  
CAO/Clerk-Treasurer  
The Corporation of the Town of Deseronto  
P.O. Box 310  
Deseronto, ON K0K 1X)  
Tel: (613)396-2440; Fax: (613)396-3141  
Email: [ehamel@deseronto.ca](mailto:ehamel@deseronto.ca)

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.*

*The Town of Deseronto is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an interview, please advise if you require accommodation. We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted.*