



Invites Applications for the Position of ...

Chief Administrative Officer – Town of Petrolia

The Town of Petrolia is an enchanting town in southwestern Ontario which is part of Lambton County. It is billed as “Canada’s Victorian Oil Town with a population of approx.. 6,000. The Town is home to the Victoria Playhouse that houses its own full scale, live, professional theatre productions. With its full-service hospital, respected primary and secondary schools, community centre with great recreation facilities that will make this opportunity so attractive.

The Town of Petrolia is poised for growth, and embracing the benefits of growth, the Town will also face infrastructure challenges and staffing challenges to keep pace. An experienced, dynamic CAO has the chance to lead a talented and committed senior team through a trust building period. He/she also has the opportunity, with the Mayor, to take on a community development role in the Town.

The Town of Petrolia is looking for an innovative leader with great people skills who is able to collaborate, make decisions, communicate well, who has strong leadership skills. He/she will be a strategic thinker with strong past experience and professional knowledge. The ideal candidate will be comfortable with municipal government and have a solid background in municipal government, along with business and political acumen and a passion for the community.

Specific Requirements

- Excellent conceptual, interpersonal, general/project management, analytical, communication, presentation, problem-solving, facilitation, supervisory, financial and negotiation skills
- Ability to provide leadership to the Town of Petrolia by supporting, empowering and inspiring the senior management team.
- Excellent listening skills and outstanding verbal and written communication skills
- Proven ability to establish productive, transparent relationships with a range of partners, including Council, staff, stakeholders and the public
- Post-graduate degree in a discipline related to management in the public sector, a Master’s degree and 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 Town of Petrolia offers a full employee benefits program and OMERS retirement.

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 January 15th, 2018.

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