

The Town of Rainy River
is seeking a
Chief Administrative Officer/Clerk-Treasurer

The Corporation of the Town of Rainy River is seeking a motivated individual to join its team in the capacity of Chief Administrative Officer.

The Town of Rainy River is small municipality in the heart of continent with abundant natural landscape to fulfill the needs of any outdoor enthusiast, boating, kayaking, fishing, hunting, cross country skiing, bird watching, whatever your preference, it is here. Rainy River acts as a service community for the rural communities, while maintaining a great relationship with neighbours in Lake of the Woods County Minnesota.

Town Council has embarked on a rebranding effort and a new face at the helm of the organization will guide the community into a new era.

Being a small community, with a limited staff compliment, the CAO will immerse themselves into the day-to-day operations while keeping in mind the overall operations of the municipality and the relationships with neighbouring communities.

The ideal candidate will possess:

- post-secondary education within Public Administration or Business Administration
- 3-5 years in a management position
- Exemplary communication skills, both verbal and written
- Experience drafting financial documents and budgets
- Ability to deescalate confrontations and act as mediator
- Previous experience working within a unionized workforce
- Designation within AMCTO (Association of Municipal, Managers, Clerks and Treasurers of Ontario) or similar from other Provinces or the willingness to obtain same

Compensation: \$76,900 - \$87,000

Benefits include enrollment in the Ontario Municipal Employees Retirement System (OMERS) and a comprehensive medical plan

Start Date: To be determined in 2024

Closing Date: May 15, 2024

Full job description and duties can be found at www.rainyriver.ca or by contacting the municipality at rainyriver@tbaytel.net or 807-852-3978.

Letters of application and resumes can emailed to cao@rainyriver.ca or mailed/dropped off at the Town of Rainy River, 201 Atwood Avenue, P.O. Box 488, Rainy River, ON, P0W 1L0.

Only those selected for an interview will be contacted. Accommodation in the recruitment process is available upon request for applicants.

Come join our team!!