



COUNTY OF RENFREW

*Invites Senior Business, Public Sector or Municipal Managers
to apply for the position of*

Chief Administrative Officer/Clerk

The County of Renfrew is seeking a positive and dynamic individual who will report to Council and act as their principal advisor. The successful candidate will be responsible for overall strategic direction and provide organizational/operational leadership to municipal staff complement of approximately 750. The County of Renfrew had an annual budget of \$137 million in 2009. Located in the heart of the Ottawa Valley, the County of Renfrew stretches from the outskirts of Canada's Capital, the City of Ottawa, in the east and along the shore of historic Ottawa River to the northern tip of Algonquin Park's wilderness in the west. The County encompasses 17 municipalities and has a population of over 94,000. For more community information, visit the County's website at www.countyofrenfrew.on.ca.

Education and Experience

University Degree in Public or Business Administration, or equivalent mix of education and experience. AMCT/CMO designation is an asset. Ten or more years in a senior management position in a business, public sector or municipal environment is essential. Working knowledge of various computer applications. Familiarity with the *Municipal Act* is an asset.

Responsibilities

Coordinate, lead and direct the Senior Management and staff in the administration of the business affairs of the County, including Finance, Human Resources, Public Works and Engineering, Emergency Services, Development and Property, Homes for the Aged, and Social Services in accordance with the by-laws, policies and plans established by Council as well as the Municipal Act and other legislation pertinent to municipal operations. Considerable travel is required. Actively participates in meetings of the Eastern Ontario Wardens' Caucus and other Provincial appointments as required.

For a more complete job description or to further explore this opportunity, contact:

Templeman Consulting Group Inc.

Attn: Christina Ramsden

Ste. 200, 205 Dundas Street East, Belleville, ON K8N 5A2

Tel: 613-966-2620 or 1-888-606-8244 Fax: 613-966-2866

Email: tafw@templemanconsulting.com

Applications, stating salary expectations must be received by ***Templeman Consulting Group Inc.*** noting **Competition #K5284**, on or before February 5th, 2010 at 4:30 p.m.

Thank you for your interest, however, only applicants considered for an interview will be contacted.