



## McMurrich/Monteith

### TOWNSHIP OF MCMURRICH/MONTEITH EMPLOYMENT OPPORTUNITY

#### Part-Time Chief Administrative Officer

The Township of McMurrich/Monteith is a single tier municipality, located 2 hours north of Toronto, ON in the District of Parry Sound. This small rural municipality offers a beautiful and diverse area for recreational, leisure, agriculture and tourism opportunities.

The Township of McMurrich/Monteith is seeking a Part-time Chief Administrative Officer. The successful candidate would work a 15-hour week, which would include some after-hour work, as required.

This position is responsible for providing a wide range of statutory, operational and advisory duties as set out in the *Municipal Act* as well as providing effective and efficient administrative support to Council, the public and staff to ensure the Township's administrative and financial operations progress in an efficient, orderly, and lawful manner. This position will manage infrastructure management, project management, asset management, supervision, and tender/contract preparation to achieve an optimum use of human and financial resources. The role provides the leadership to ensure that Township objectives are met in a safe, effective and efficient manner. The ideal candidate must communicate clearly both in writing and orally, is knowledgeable about municipal operations, has word processing/spreadsheet computer skills, and is familiar with regulations, policies and guidelines as they relate to municipal operations and infrastructure. The Chief Administrative Officer ensures that corporate policies are adhered to, budget is maintained, and performance targets are achieved while making key township decisions.

To be considered for this opportunity you will have the following qualifications: A university degree in a relevant field of study or an acceptable combination of education and related experience. Over five years municipal experience in a management position. Extensive knowledge and experience with interpretation of the *Municipal Act*, *Planning Act*, *Elections Act*, *Freedom of Information and Protection of Privacy Act*, *Cemetery Act*, *Occupational Health and Safety Act*, *Accessibility for Ontarians with Disability Act (AODA)*, *Municipal Conflict of Interest Act*, *Vital Statistics Act* and other legislation related to municipal governance and municipal by-laws. Sound working knowledge of statutory and procedural requirements related to Council and its committees and boards. Sound working knowledge of accounting and budget principles. Must have excellent verbal and written communication skills and ability to relate to elected officials, subordinates, peers, superiors, and the public in a professional manner.

You will report directly to Council. We offer a salary pay range of \$58.11 to \$71.74 per hour (2026). The Township of McMurrich/Monteith is also an OMERS employer.

The complete job description for the Chief Administrative Officer position is available from the Township of McMurrich/Monteith municipal office and/or on the Township website at [www.mcmurrichmonteith.com](http://www.mcmurrichmonteith.com)

**To Apply:** Please submit your resume and cover letter clearly indicating:

#### **"Part-Time Chief Administrative Officer Competition"**

by **Friday February 20<sup>th</sup>, 2026, at 4:00 pm** to John Theriault, Chief Administrative Officer:

Email at: [cao@mcmurrichmonteith.com](mailto:cao@mcmurrichmonteith.com)

Fax: 705-685-7393

In person: 31 William Street  
Sprucedale, ON P0A 1Y0

*The Township of McMurrich/Monteith is an Equal Opportunity Employer. Accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).*

*Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition.*

*We thank all applicants for their interest; only those applicants selected for an interview will be contacted.*