

P.O. Box 519
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municipal.admin@townshipofjoly.com

Municipal Administrator for the Township of Joly Job Posting
32 hours per week, Benefits and Pension package
www.townshipofjoly.com

The Township of Joly was incorporated in 1878 and is located within the picturesque Almaguin Highlands in the District of Parry Sound. Joly is just east of the Village of Sundridge and abuts the Township of Strong. The world famous Algonquin Park lies a few kilometers from the township's eastern border. Joly has an abundance of natural beauty found in its many lakes, rivers and trails that can be enjoyed throughout the year. Joly has a public beach at Lynch Lake and a public boat launch on Forest Lake.

Joly currently staffs two employees in the Roads Department, and two employees in the office. As a small team; and Municipal Administrator is a vital role to the atmosphere within the working team. Municipal experience is required with experience in the planning department, as well as knowledge using excel, Quickbooks and other municipal related software.

Reporting to the Mayor and Council, the Municipal Administrator is the most senior executive position in the municipality and is responsible for the strategic leadership and efficient delivery of all the municipality's administrative and operational services. As the key advisor to Council, you will embrace our vision, mission and strategic priorities, build trust and alignment between Council and staff, create a culture of collaboration while developing and implementing fiscally sound operational plans to ensure the coordination of services which are aligned to Council's strategic priorities. The Municipal Administrator recommends policies, plans, and programs that improve service delivery and benefit our residents by being innovative, accountable, and fiscally sound. You will work to enhance growth and development in the community, strengthen long-term financial sustainability while ensuring the effective utilization of resources through the priorities and guiding principles as identified by Council.

Leading a talented team, The Municipal Administrator will inspire a dedicated workforce and help foster a workplace culture focused on service excellence, innovation and teamwork while positioning with the Township. We offer a competitive wage plus pension, benefits, vacation, training and development, not to mention an opportunity to work with an engaged Council in a beautiful rural community.

Please apply via email by Friday, March 20th at 4pm or sooner to municipal.admin@townshipofjoly.com with "Municipal Administrator position" in the subject line Should you wish to speak with someone please contact 705-384-5428 or view a detailed position description on our Municipal website at townshipofjoly.com

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.