

THE TOWNSHIP OF TARBUTT CAO/CLERK/DEPUTY TREASURER

The Township of Tarbutt is a rural municipality located 40 km east of Sault Ste. Marie. Nestled along the North Channel of Lake Huron and known for its rugged shoreline and natural beauty, our residents enjoy a rural lifestyle, pristine waterfront living and a rich agricultural heritage.

Due to the impending retirement of the current CAO/Clerk/Deputy Treasurer, The Township is seeking an accomplished and highly motivated individual with demonstrated leadership experience, municipal governance, customer service, planning and communication skills. A strong working knowledge of municipal legislation, relationship building, risk management, attention to detail and excellent written communication skills are required.

QUALIFICATIONS INCLUDE:

A post secondary degree or diploma in public or municipal administration or a related discipline, or an equivalent combination of education and municipal management experience;

A minimum of five years' experience in a senior public sector position with proven leadership skills;

A strong working knowledge of municipal legislation, policies, and regulations;

Computer and social media skills with excellent command of Microsoft Office, and a working knowledge of SAGE is advantageous;

Successful completion of the AMCTO Municipal Administration Program, Municipal Law, or the possession of an AMCTO designation;

Sound knowledge of the legislative and procedural framework related to municipal legislation and by-laws, with particular emphasis on the *Municipal Act*, the *Municipal Elections Act*, the *Planning Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

While qualifications and related experience are vital to the success of this position, the successful candidate must exhibit leadership, team building, superior interpersonal and communication skills. The Township offers a competitive salary, benefits package and pension plan based on 40 hours per week. The new position will take effect following the municipal election.

Core Responsibilities include:

- Leading the day to day operations of the municipality, with the ability to juggle multiple priorities, meet strict deadlines, and manage issues from a variety of perspectives;
- Maintaining employee morale through demonstrated leadership capabilities;
- Ensuring that staff and Council remain open, transparent and accountable to residents and other levels of government while employing best practices for effective service delivery;
- Executing zoning and building processes, oversee corporate communications, conduct statutory duties of the Clerk, and perform financial functions in the absence of the Treasurer,

Qualified candidates are encouraged to peruse the complete job description available on the Township website at www.tarbutt.ca or by contacting clerk@tarbutt.ca. The Township of Tarbutt offers a competitive salary with a generous benefit package and pension plan for the ideal candidate. Your resume and a cover letter should be addressed to the Hiring Committee, The Township of Tarbutt and be received by 4:00 pm on Friday, September 11, 2026. Sealed envelopes may be dropped at the office, 27 Barr Road South, Desbarats, Ontario, P0R 1E0.

We thank all those that apply but only individuals selected for an interview will be contacted.